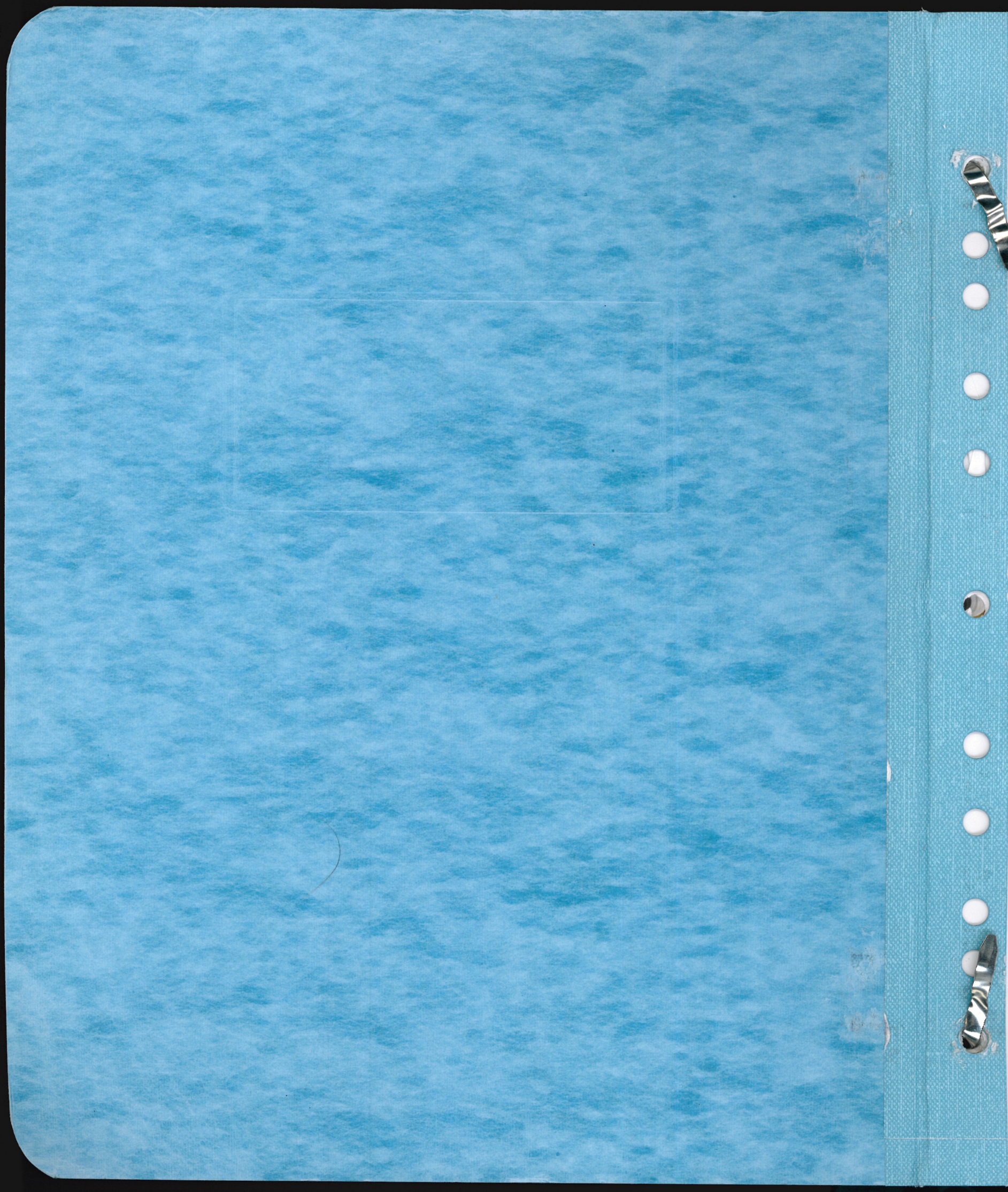


2009 BOARD MINUTES



Board Meeting Dates **2009**

**Meetings are held at 7:00 P.M. at the Rensselaer Library
unless otherwise noted**

Monday, January 12

Monday, February 9
Rensselaer Librarian & Youth Services Specialist Annual Reports

Monday, March 9

Monday, April 13
Technical Services & Systems Administrator Annual Reports

Monday, May 11

Monday, June 8

Monday, July 13

Monday, August 10

Monday, August 31 (Special Budget meeting)

Monday, September 14 (at Wheatfield)
Wheatfield Librarian & Children's Specialist Annual Reports

Monday, October 12

Monday, November 9 (at DeMotte)
DeMotte Librarian & Children's Specialist Annual Reports

Monday, December 14

Tuesday, December 29 (Special Year End Meeting-time to be announced)

2009 Board Members

	<u>Phone</u>	<u>Term Expires</u>	<u>Appointed By</u>
President:			
Sue Deardorff	[REDACTED]	December 31, 2010	Co. Commissioners
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
Vice-President:			
Joan Floyd	[REDACTED]	December 31, 2011	County Commissioners
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
Secretary:			
Jody Melton	[REDACTED]	August 2, 2011	Pres. KV & West Central School Boards
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
Treasurer:			
Mari Anne Sayler	[REDACTED]	May 9, 2010	Rensselaer Central School Board
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
Asst. Treasurer:			
Natalie Waling	[REDACTED]	December 31, 2009	County Council
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
Anne-Marie Egan	[REDACTED]	May 9, 2009	Rensselaer Central School Board
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
Timothy Schultz	[REDACTED]	June 30, 2012	County Council
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]

Library Board Committees 2009

Budget Committee: Tim Schultz, chair; Joan Floyd; Sue Deardorff

Meets in July or early August to review next year's budget proposal prepared by library staff. Adjustments are made and committee presents final recommendation to the full board at the August meeting.

Director's Evaluation Committee: Sue Deardorff, chair; Mari Anne Saylor; Natalie Waling

Director evaluation forms distributed to director and board members at the April board meeting. (The committee may wish to meet earlier to examine the evaluation form and determine if any changes should be made.) Before the May meeting, committee receives all board members' evaluations of the director as well as the self-evaluation by the director. The committee uses these to prepare a written evaluation of the director. At an executive session at the May board meeting, this evaluation is discussed by the whole board and then given to the director.

Bylaws and Policy Review Committee: Jody Melton, chair; Joan Floyd; Anne-Marie Egan

Sometimes meets in January to make changes to the Policy Review Schedule, to decide if new policies should be instituted during the year and schedule these, and to determine how to proceed during the remainder of the year. (This was deemed unnecessary in 2005.)

Past procedure has been for the director to recommend changes in policies to the policy committee before the policy is to be reviewed by the board. Committee members then notify the director whether or not they concur with proposed changes (or if they would like to propose other changes). If the issue is complicated and there is disagreement, a committee meeting will be held. If committee members concur, no meeting is needed and the director prepares the recommendation of the policy committee for a report to the full board.

Nominating Committee: Natalie Waling, chair; Tim Schultz; Jody Melton

In October, the nominating committee prepares a slate of officers for the following year. This slate is presented to the board by the committee at the November board meeting. The board elects officers at the December meeting. Officers can serve in the same position only two consecutive years.

2009 Budget

1 PERSONAL SERVICES

1.1	Salaries and wages	
1.11	Salary of librarian	\$54,835
1.12	Salary of Assistants	\$911,677
1.13	Wages of Janitor	\$63,718
1.2	Employee benefits	
1.21	Employer: FICA	\$76,037
1.22	Unemployment Comp	\$4,867
1.23	Employer: PERF	\$64,814
1.24	Employer: Group Insur.	\$84,247
1.31.	Other Personal Services	\$0
	Total Personal Services	\$1,260,195

2 SUPPLIES

2.1	Office supplies	
2.11	Official records	\$550
2.12	Stationery/printing	\$500
2.13	Other office supplies	\$10,500
2.2	Operating supplies	
2.21	Cleaning/sanitation	\$6,000
2.22	Fuel/oil/lubricants	\$0
2.23	Other operating supplies	\$4,800
2.3	Repair/maintenance supplies	
2.31	Building materials	\$1,000
2.32	Painting supplies	\$200
2.33	Repair parts	\$550
2.4	Other supplies	
2.41	Library supplies	\$13,250
2.42	Marketing	\$200
	Total Supplies	\$37,550

3 OTHER SERVICES/CHARGES

3.1	Professional services	
3.11	Consulting services	\$0
3.12	Engineer/Arch Services	\$0
3.13	Legal services	\$5,000
3.14	Other profess. services	\$5,670
3.2	Communication/Transportation	
3.21	Telephone	\$3,600
3.22	Postage	\$4,500
3.23	Traveling expenses	\$20,355
3.24	Professional mtgs	\$7,944

3.25	Freight/Express	\$1,800
3.26	Network expenses	\$31,200
3.3	Printing/Advertising	
3.31	Adv/Public. of notices	\$1,100
3.32	Printing (not offc. supply)	\$0
3.33	Marketing advertising	\$900
3.4	Insurance	
3.41	Official bonds	\$155
3.42	Other insurance	\$23,667
3.5	Utility services	
3.51	Gas	\$50,000
3.52	Electricity	\$65,000
3.53	Water	\$1,083
3.54	Waste disposal service	\$4,550
3.6	Repairs/maintenance	
3.61	Bldgs/Structures	\$51,090
3.62	Equipment	\$700
3.7	Rentals	
3.71	Real estate	
3.72	Equipment	\$245
3.91	Dues	\$2,312
3.92	Interest on loans	\$0
3.93	Taxes/Assessments	\$325
3.94	Transfer to LIRF	\$30,000
3.95	Book reimbursement	\$100
3.96	Petty cash	\$120
3.97	Interview/moving expense	\$0
3.98	Maintenance contracts	\$77,054

Total Other Services/Charges	\$388,470
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4 CAPITAL OUTLAYS

4.1	Land	
4.2	Buildings	
4.3	Improvements	\$0
4.4	Furniture/equipment	\$7,175
4.5	Other capital outlays	
4.51	Books	\$144,000
4.52	Periodicals,newspapers	\$21,132
4.53	Nonprint materials	\$75,099

Total Capital Outlays	\$247,406
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FUND TOTAL	\$1,933,621
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Holiday Schedule 2009

The Libraries will be closed on the following days:

New Year's Day: Thursday, January 1
Memorial Day: Monday, May 25
Independence Day: Saturday, July 4*
Labor Day: Monday, September 7
Thanksgiving: Thursday, November 26
Christmas Eve: Thursday, December 24
Christmas Day: Friday, December 25
New Year's Eve: Thursday, December 31

**The 4th of July falls on a Saturday so, as per the Holiday Policy, the Library will be closed on Saturday. Persons, eligible for holiday pay, not scheduled to work on Saturday will be given equivalent time off with pay on another day in July. This day is to be requested using a vacation/holiday request form. Supervisor approval is required.*

In addition, all locations will close at 5:00 PM on the day before Thanksgiving.

Employees receiving benefits will also receive a paid holiday on their birthday or another day in their birthday month. Some employees will receive a paid holiday in the month of the anniversary of their employment at JCPL, having reached a milestone anniversary at the library. A list of those eligible for this anniversary holiday will be distributed to department heads by January 1, 2009.

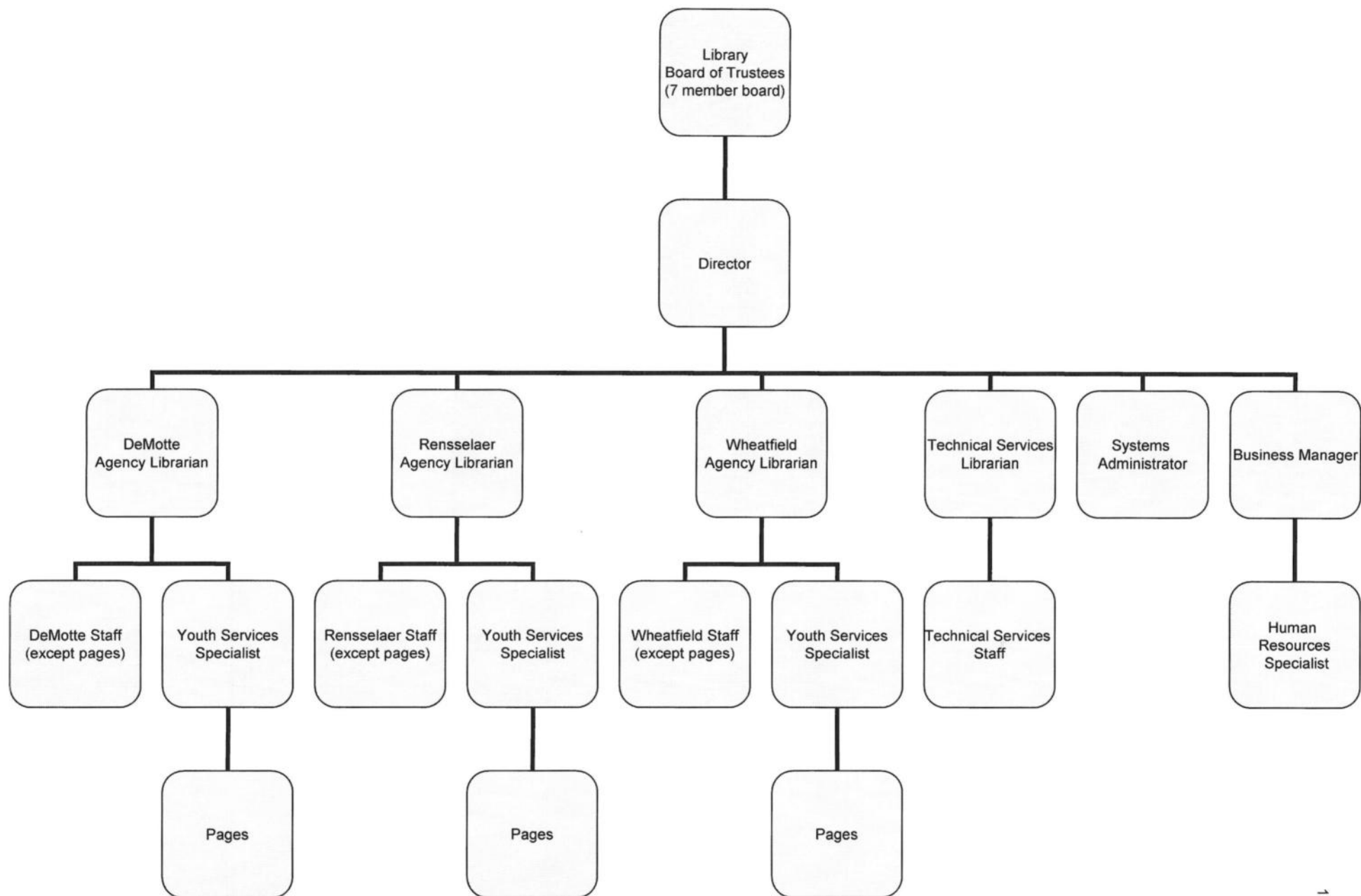
LIBRARY POLICY REVIEW SCHEDULE 2009

<u>Review Month</u>	<u>Policy</u>	<u>Policy Manual Page</u>
January:	LCD Projector Policy	179
February:	Staff Code of Ethics	149
	Gift Policy	183
March:	Staff Complaint Policy	146
	FMLA Policy	171
	Microfilm Reader/Printer Policy	155
April:	Personnel Policy	109-119
May:	No policies reviewed	
June:	Audiovisual Equipment Loan Policy	105
	VHS/DVD Policy	107
	Internet Acceptable Use Policy	151
July:	Public Relations/Information Policy	97
	Public Records Policy	99-100
August:	Art Exhibit/Display Case Use Policy	131-132
	Bulletin Board Policy	133
September:	Board/Staff Privileges	143-145
	Group Visit Policy	169
	Mission/Role/Values	87
October:	Public Forum Policy	137
	Library Credit Card Policy	180
	Harassment/Discrimination Policy	139
November:	Materials Selection Policy	93-96
	Circulation Policy	161
	Indemnification Policy	177
December:	No policies reviewed	

LIBRARY POLICY REVIEW SCHEDULE 2010

<u>Review Month</u>	<u>Policy</u>	<u>Policy Manual Page</u>
January:	Fixed Asset Policy	181
	Circulating Software Policy	165
February:	Holiday Policy	127
	Library Behavior Policy	141
March:	Public Purchase Policy	175
	Board Code of Ethics	147
April:	Personnel Policy	109-119
May:	No policies reviewed	
June:	Study Room Use Policy	129
	Internet Acceptable Use Policy	151
	Military Family Leave Policy	187
July:	Reciprocal Borrowing Policy	159
	Fax Machine Policy	125
August:	Food, Tobacco, Drug & Alcohol Policy	157
	Walking Books Policy	167
September:	Bylaws	81-86
	Mobile Computer Lab	185
October:	Reference Policy	135
	Computer/Typewriter Use Policy	123
November:	Meeting Room Policy	101-103
	Circulation Policy	161
December:	No policies reviewed	

JCPL Organizational Chart



BOARD AND ADMINISTRATION
MONTHLY TASKS

January

1. Form the Board of Finance after the first Monday and before the last day of January. Elect officers for it. Director reports on the library's past year investments. Board designates newspapers in which library publishes notices. Board accounting resolutions are approved. List of all 2 yr old outstanding checks filed and declared void and receipted back into accounts.
2. New officers take office.
3. President appoints standing committees: Budget, Bylaws & Policy Review, Director Evaluation, Nominating
4. Annual salary ordinance is approved.
5. By beginning of month in odd-numbered years, letters may be sent out soliciting quotes on library insurance if the board chooses to do so.
6. Bond payment due by January 15. (2004 bond)
7. Certification of Board and employees to State Board of Accounts by January 31 annually.
8. Annual statistic report due to Indiana State Library by January 31.

February

1. Annual financial report (LARS Report) due to State Board of Accounts by March 1.
2. Board approves advertising and holding public hearing for Capital Projects Fund. Board will adopt plan in March so that it can be presented to the County Council in March.

April

1. Every three years the Library Board will solicit bids and designate insurance company to handle library insurance for following three years.
2. INCOLSA board meeting is usually held this month.

April continued....

3. Director Evaluation form is distributed to board members. Director submits self-evaluation to Board Evaluation Committee.
4. ILF District 1 annual meeting is held.
5. At April Board meeting, ask for resolution approving a request for an advanced tax draw. Then after the 12th of the month send letter to the County Treasurer (with copy to County Auditor) requesting an advance tax draw.

May

1. Library receives Certified Shares (CAGIT), county adjusted gross income tax.
2. Annual budget workshops for Librarians and Trustees, sponsored by State Board of Tax Commissioners, State Board of Accounts, and Indiana State Library.
3. Evaluation of Director is completed and presented at executive session before monthly board meeting. Director's salary for following year is determined in open session at board meeting.

June

1. Library receives first installment of property, CVET, excise & financial institution tax revenues.
2. By June 1 names and addresses of employees sent to County Treasurer.

July

1. Begin preparation for ensuing year's annual budget. Budget committee prepares recommendations to report to full board in August.
2. Budget meeting with representative from DLGF to go over our budget and plug in any new figures they might have for miscellaneous revenues.
3. Bond payment due by July 15 (Bond of 2004).

August

1. Finalize budget estimate, plan for public hearing and budget adoption, and approve budget for advertising.

August continued....

2. First publication of library budget at least 10 days before pre-adoption hearing. Second publication one week later. Public hearing is held at least 3 days after second publication, usually at the special end of August board meeting and 10 days before library board meets to adopt budget.
3. Objection petition filed by ten or more taxpayers no more than 7 days after public hearing.
4. Estimates of net assessed valuation and of taxes to be distributed during last six months of year is (usually) furnished by auditor for use in preparing ensuing year's budget (in recent years this has NOT been available).
5. Update nonresident annual fee.

September

1. Budget is adopted, usually at the regular September board meeting but at least ten days after public hearing on or before September 20.
2. Library budget is submitted to County Auditor two days after adoption.
3. Self-evaluation forms distributed to library staff by supervisors who choose to evaluate staff at the end of the year.
4. Regional INCOLSA forum is held in late September or early October.

October

1. Director distributes list of ensuing years' holidays.
2. Nominating committee prepares slate of officers for following year.
3. Hearing of ensuing year's budget by State Board of Tax Commissioners (DLGF changing this timeline so may occur later in the year or at the beginning of the next year)!
4. At October Board meeting, ask for resolution approving a request for an advanced tax draw. Then send letter to the County Treasurer after the 12th of the month (with copy to County Auditor) requesting an advance tax draw.

November

1. Nominating Committee presents slate of officers at board meeting.
2. Library receives second installment of Certified Shares (CAGIT)
3. Annual evaluations of the staff are completed by appropriate supervisors at branches which do not choose to evaluate on anniversary dates.
4. Assistant treasurer is selected by board.
5. Annual Bookkeeping Workshop by State Library (might also be scheduled for December!)
6. Annual Indiana Library Federation (ILF) Conference held this month.

December

1. Election of officers.
2. Library receives last installment of property, CVET, excise & financial institution tax revenues.
3. Encumbrances must be approved by Board, other fund transfers are made and transfer to LIRF (if any) made.
4. Provide board with board meeting schedule for following year.
5. Create Board Policy Review Schedule for following 2 years.
6. By December 1 names and addresses of employees sent to County Treasurer.

Rev. 12/08

JAN.

Agenda
Jasper County Public Library
Board of Trustees Meeting
Monday, January 12, 2009, 7pm
Rensselaer Public Library

Board of Finance Meeting

Purpose

Annual Financial Report (R 8)	Information
Accounting Practices for 2009 (R 9)	Action
Resolution to Allow Bill Payment with Prior Approval (R 11)	Action
Designate Newspapers for Publishing Notices (R 30)	Action

Opening of Meeting

Moment of Silence

Approval of Consent Agenda & Consent Agenda Items

Action

Minutes of December Board Meetings
Bills/Financial Reports
Salary Ordinance for 2009 (R 7)
Policy Review (R 10; R 30)

General Business

Elimination of Satellite Fund (R 31)	Action
Lincoln Exhibit Request (R 31)	Action
Building Insurance (R 31)	Information
DeMotte Library Roof Project-Update (R 31)	Information
Conflict of Interest (R 31)	Information
LSTA Technology Grant (R 31-R 32)	Information
Committee Assignments (R 32)	Information

Director's Report (R 30-R 36)

Information

Items for Future Agendas

Public Forum

Adjournment

Minutes.....December 30, 2008
Meeting of the Jasper County Public Library Board 9:00 AM
Rensselaer Library

Present: Sue Deardorff, Natalie Waling, Joan Floyd, Jody Melton, Anne-Marie Egan, Patty Stringfellow

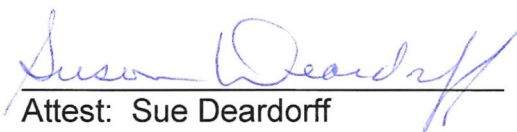
On a motion by J. Floyd, seconded by A-M Egan, the Board unanimously approved year-end bills.

On a motion by A-M Egan, seconded by N. Waling, the Board unanimously approved transfers in the Operating, Capital Projects, and Rainy Day Funds.

On a motion by A-M Egan, seconded by J. Floyd, the Board unanimously approved 2008 encumbrances in the Operating, Library Improvement Reserve, and Rainy Day Funds.

On a motion by J. Floyd, seconded by N. Waling, the Board unanimously approved Sheila Maxwell attending the Computers in Libraries Conference in Spring 2009 and Angela Barton and Nancy Phillips attending the Indianapolis Youth Literature Conference in January 2009.

With no further business, the meeting adjourned at 9:25 AM on a motion by Joan Floyd.


Attest: Sue Deardorff


Jody Melton, Secretary

MINUTES

Jasper County Public Library Board of Trustees
7:00 PM

December 8, 2008
Rensselaer Library

Present: Natalie Waling, Timothy Schultz, Susan Deardorff, Mari Anne Sayler, Anne-Marie Egan, Joan Floyd, Jody Melton, Patricia Stringfellow, Gail Jung, Kent Mahnesmith, H.L. Mohler.

Agenda & Consent Agenda Approval: On a motion by A-M Egan, seconded by J. Melton, the Agenda and Consent Agenda items; namely, the minutes of the November Board Meeting, monthly bills and financial reports, and Salary Ordinance Update were approved. Motion passed.

DeMotte Roof Project: The bids were opened on December 2, 2008 at 4:00 PM with three contractors present. The low bid was submitted by Steve's Specialized Services at \$187,578 with Hamstra turning in the next lowest bid of \$188,700. Maris & Son bid \$197,113, Ross Group bid was \$202,790, and Babilla came in with a bid of \$209,576. H. L. Mohler reviewed the bids for any irregularities. The re-roofing specifications did not include an option for a metal roof, since the original bids received in October were much higher than the library had appropriated for the roofing project. The Common Wage Scale and lower cost of oil were two outside sources that may have impacted the bid results from the ones received the first time it was bid. Based on his finding Mr. Mohler recommended the board accept the low bid. J. Melton moved, seconded by A-M Egan, to accept the low bid submitted by Steve's Specialized Services for the DeMotte Roof Project and authorized President S. Deardorff to sign the contract on behalf of the library board. Motion passed unanimously. Our attorney Kent Mahnesmith will review the new draft of the contract and anticipates it will be ready to be signed by next week. According to the specs the roof replacement is to commence March 1, 2009 with completion in 30 days.

Advanced Tax Draw: In an effort to receive any property tax monies collected as they become available, M. Sayler, made a motion that we request an advanced draw of property taxes collected payable 30 days after submitting the signed resolution. A-M Egan seconded the motion. All were in favor.

LIRF Transfer: On a motion by A-M Egan the board moved to transfer \$30,000 from the Operating Fund appropriation 3.94 (Transfer to LIRF) to the Library Improvement Reserve Fund. Motion seconded by J. Floyd. All were in favor.

2009 Salary Increase: The 2009 budget allows for a 3% salary increase in January and a \$.70, not \$.80 as noted in Director's Report, compression wage increase across classifications in July to coincide with the required federal minimum wage hike. T. Schultz moved, seconded by J. Floyd, to approve a 3% salary increase with no compression wage increase. Motion failed to pass (2 aye, 4 nay). J. Melton moved, seconded by A-M Egan, to approve a 3% salary increase in January and a \$.70 compression wage increase across classifications in July for staff. Motion passed 4-2.

Election of Officers: On a motion by A-M Egan, seconded by J. Melton, the board approved the slate of officers as presented. President – S. Deardorff, Vice-president-Joan Floyd, Secretary-Jody Melton, Treasurer-Mari Anne Sayler, Assistant Treasurer-Natalie Waling. Motion passed.

Year-End Board Meeting: The board will meet December 30th at 9:00 AM in the Rensselaer Library Meeting Room to approve encumbrances, transfers, and final 2007 bills. A-M Egan, S. Deardorff, M. Sayler, & Jody Melton will attend. N. Waling and T. Schultz were undecided.

Director's Report: The Indiana Attorney General's Office passed on our complaint against EVA Subscription Agency to the Massachusetts Attorney General's Office. They responded indicating that they were unable to provide legal representation on disputes of this nature between businesses. They could only assist if it impacted a large number of consumers and suggested if we wanted to pursue to contact an attorney. The library has about \$2000-2200 at stake in unfilled subscriptions. The cost to pursue would far outweigh our loss.

We have received 65% of our property tax revenues as of December 3rd, 100% of CAGIT, just over 50% of FIT and CVET, and 27% of Excise tax.

Boiler Installation went smoothly and completed in a couple of days. The DeMotte Library closed for only one morning due to the cold building temperatures during the install. Punch List was completed on Dec 4th. A defective part was found but is not affecting the boiler's ability to produce heat. The retainage check will be released after the defective part is replaced.

The Jasper County Extension Office is hosting a free workshop entitled, "The 2009 Legislative Session: What Should We Expect", from 1-3:30 on Thursday, Dec 18th, at the extension office in Rensselaer. If you would like to attend, call P. Stringfellow by Dec 16th to reserve a seat.

We have been approved for one language computer through the AWE (Advanced Workstations in Education) Grant. The purpose of the grant was to enhance early literacy. Educational software is preloaded on the computer in English and Spanish, 24 in each language. The computer workstation will be placed in the DeMotte Library because of the high concentration of Hispanic students in that part of the county.

ILF is requesting board member email addresses to create effective communications channels within the library community. J. Melton agreed to provide his home and work email addresses.

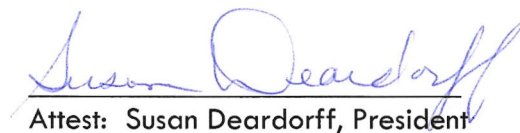
Progress on Rensselaer's workroom carpet is slow although everyone seems to agree it is a manufacturer's defect. We are expecting the cost to move furniture will be covered as well. New carpet pattern will need to be selected since the one we have has been discontinued. Staff are eager to get the workroom areas and offices painted too.

The Public Library Coalition is moving forward and will be offering alternative solutions to 92 county wide library systems as proposed in the Kernan-Shepard Report.

The Rensselaer Republican, Journal & Courier, Times, and Post-Tribune have been publishing our press releases. KV Post-News does not always publish them due to space constraints.

Adjournment: With no further matters for discussion J. Melton moved to adjourn at 7:57 PM.


Jody Melton, Secretary


Attest: Susan Deardorff, President

CIRCULATION BY HOLDINGS CODE
December 2008

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
Award Winner JBIO (DAJBIO)	0	0	0	0
Award Winner JE (DAJE)	0	0	0	0
Award Winner JFIC (DAJFIC)	0	0	0	0
Award Winner JNF (DAJNF)	0	0	0	0
Award Winner JPFIC (DAJBPF)	0	0	0	0
Award Winning fiction (DAWFIC)	17	0	0	17
Award Winning non-fiction (DAWNF)	0	0	0	0
Award Winner YAFIC (DAYAF)	0	0	0	0
Award Winner YAPFIC (DAYPBF)	0	0	0	0
Biography (DBIO)	65	9	0	74
Books on CD (DBKCD)	134	4	5	143
Books on Tape (DBKT)	20	0	2	22
Compact Disc (DCD)	377	17	10	404
Digital Audiobooks (DDA)	11	0	0	11
DVD (DDVD)	1373	9	5	1387
Equipment (DEQP)	60	0	0	60
See librarian (DERR)	0	0	0	0
Express Book (DEXP)	52	0	0	52
Fiction (DFIC)	772	35	21	828
Fiction Fantasy (DFICF)	25	0	0	25
Fiction Mystery (DFICM)	110	5	4	119
Fiction New (DFICNEW)	519	17	7	543
Fiction Science Fiction (DFICSF)	16	0	2	18
Fiction Western (DFICW)	4	0	0	4
Genealogy (DGENE)	0	0	0	0
Genealogy Mag (DGMAG)	0	0	0	0
Graphic Novels (DGN)	2	0	0	2
Hanging Bags (DHANG)	18	0	0	18
ILL (DILL)	40	0	0	40
Internet (DINTER)	1064	0	0	1064
Juv. Audio book (DJAUSB)	27	0	1	28
Juv. Biography (DJBIO)	24	3	0	27
Juv. Book on CD (DJBKCD)	0	0	0	0
Juv. Book on Tape (DJBKT)	0	0	0	0
Juv. Compact Disc (DJCD)	39	0	0	39
Juvenile Easy (DJE)	524	20	6	550
Juv. Easy Non-fiction (DJENF)	38	0	0	38
Juv. Easy Reader (DJER)	212	2	0	214
Juv. Fiction (DJFIC)	418	10	20	448
Juv. Holiday books (DJHOL)	55	0	0	55
Juv. Magazine (DJMAG)	31	0	1	32
Juv. Music Cassette (DJMC)	0	0	0	0
Juv. Nonfiction (DJNF)	305	7	16	328
Juv. Nonfic Text Bk (DJNFTB)	0	0	0	0
Juv. Paperback fic (DJPBF)	0	0	0	0
Juv. Professional Coll. (DJPRO)	0	0	0	0
Juv. Reference (DJREF)	0	0	0	0
Juv. Toddler (DJTOD)	100	1	0	101
Large Print Fiction (DLPF)	74	1	1	76

Large Print Nonfic (DLPNF)	6	3	0	9
Magazine (DMAG)	659	1	1	661
Music Cassette (DMCAS)	0	0	0	0
Nonfiction 000 (DNF000)	17	2	0	19
Nonfiction 100 (DNF100)	24	5	0	29
Nonfiction 200 (DNF200)	35	1	1	37
Nonfiction 300 (DNF300)	96	7	0	103
Nonfiction 400 (DNF400)	3	0	0	3
Nonfiction 500 (DNF500)	15	0	0	15
Nonfiction 600 (DNF600)	203	10	11	224
Nonfiction 700 (DNF700)	129	0	2	131
Nonfiction 800 (DNF800)	12	4	2	18
Nonfiction 900 (DNF900)	63	3	1	67
Nonfiction DVD (DNFDVD)	22	1	0	23
Nonfiction (DNFIC)	1	0	0	1
Nonfiction New (DNFNEW)	115	8	3	126
Nonfiction VHS (DNFVHS)	18	1	0	19
Oversize (DOVER)	0	0	0	0
Professional Coll. (DPROF)	0	0	0	0
Parent Shelf Juv. Fic (DPSJFic)	0	0	0	0
Parent Shelf Juv. NF (DPSJNF)	5	0	1	6
Reference (DREF)	1		0	1
Ref. Magazine (DRMAG)	0	0	0	0
Reference Software (DRSW)	0	0	0	0
Spanish Collection (DSPA)	8	1	0	9
Software (DSWAR)	68	0	0	68
Vertical File (DVF)	1	0	0	1
VHS (DVHS)	298	1	0	299
YA Audio book (DYAUSB)	10	1	0	11
YA Biography (DYAB)	2	0	0	2
YA Books on CD (DYABKCD)	0	0	0	0
YA Books on Tape (DYABKT)	0	0	0	0
YA Fiction (DYAF)	178	7	2	187
YA Nonfiction (DYANF)	9	1	1	11
YA Paperback Fic (DYAPBF)	18	4	0	22
Storage (DZSTO)	10	0	10	20
Award Winner JBIO (RAJBIO)	0	1	0	1
Award Winner JE (RAJE)	0	0	0	0
Award Winner JFIC (RAJFIC)	0	0	0	0
Biography (RBIO)	5	38	1	44
Books on CD (RBKCD)	4	156	0	160
Books on Tape (RBKT)	1	36	1	38
Compact Disc (RCD)	18	526	9	553
Digital Audiobooks (RDA)	0	9	0	9
DVD (RDVD)	4	2484	3	2491
Equipment (REQP)	0	69	0	69
See librarian (RERR)	0	0	0	0
Express Book (REXP)	0	55	0	55
Fiction (RFIC)	21	853	7	881
Fiction New (RFICNEW)	16	360	8	384
Genealogy (RGENE)	0	0	0	0
Genealogy Mag (RGMAG)	0	4	0	4
Gen. Milroy Coll (RGMIL)	0	0	0	0
Graphic Novels (RGN)	0	19	0	19

Hanging Bag (RHANG)	0	5	0	5
ILL (RILL)	1	43	0	44
Internet (RINTER)	0	1791	0	1791
Juv. Audio book (RJAUDB)	0	17	0	17
Juv. Biography (RJBIO)	0	20	1	21
Juv. Book on CD (RJBKCD)	0	0	0	0
Juv. Book on Tape (RJBKT)	0	0	0	0
Juv. Compact Disc (RJCD)	0	33	6	39
Juvenile Easy (RJE)	9	682	5	696
Juv. Easy Non-fiction (RJENF)	1	40	0	41
Juv. Easy Reader (RJER)	0	130	1	131
Juv. Fiction (RJFIC)	24	337	13	374
Juv. Magazine (RJMAG)	0	6	0	6
Juv. Music Cassette (RJMC)	0	0	0	0
Juv. Nonfiction (RJNF)	8	414	8	430
Juv. Paperback fic (RJPBF)	0	0	0	0
Juv. Professional Coll. (RJPRO)	0	0	0	0
Juv. Reference (RJREF)	0	0	0	0
Juv. Toddler (RJTOD)	1	91	2	94
Large Print Fiction (RLPF)	9	116	2	127
Large Print Nonfic (RLPNF)	2	6	0	8
Magazine (RMAG)	3	405	0	408
Music Cassette (RMCAS)	0	0	0	0
Non-Fiction 000 (RNF000)	0	9	0	9
Non-Fiction 100 (RNF100)	2	17	1	20
Non-Fiction 200 (RNF200)	3	23	1	27
Non-Fiction 300 (RNF300)	12	81	5	98
Non-Fiction 400 (RNF400)	2	5	0	7
Non-Fiction 500 (RNF500)	0	30	0	30
Non-Fiction 600 (RNF600)	6	180	7	193
Non-Fiction 700 (RNF700)	5	71	7	83
Non-Fiction 800 (RNF800)	2	14	0	16
Non-Fiction 900 (RNF900)	5	104	0	109
Nonfiction DVD (RNFDVD)	0	98	0	98
Nonfiction (RNFIC)	0	0	0	0
Nonfiction new (RNFNEW)	6	144	4	154
Nonfiction VHS (RNFVHS)	1	35	0	36
Oversize (ROVER)	0	0	0	0
Professional Coll. (RPRO)	0	0	0	0
Reference (REF)	0	0	0	0
Reference Business (RREFB)	0	0	0	0
Ref. Magazine (RRMAG)	0	0	0	0
Ready Reference (RRR)	0	0	0	0
Reference Software (RRSW)	0	0	0	0
Spanish Collection (RSPA)	0	13	0	13
Software (RSWAR)	0	59	0	59
Vertical File (RVF)	0	2	0	2
VHS (RVHS)	1	222	1	224
YA Audio book (RYAUDB)	0	7	1	8
YA Biography (RYAB)	0	3	0	3
YA Books on CD (RYABKCD)	0	0	0	0
YA Books on Tape (RYABKT)	0	0	0	0
YA Fiction (RYAF)	5	169	2	176
YA Nonfiction (RYANF)	5	32	1	38
YA Paperback Fic (RYAPBF)	0	0	0	0

Storage (RZSTO)	0	0	0	0
Award Winner JE (WAJE)	0	0	0	0
Biography (WBIO)	3	1	22	26
Books on CD (WBKCD)	5	11	116	132
Books on Tape (WBKT)	1	7	15	23
Compact Disc (WCD)	21	18	209	248
Digital Audiobooks (WDA)	0	0	5	5
DVD (WDVD)	9	13	1036	1058
Equipment (WEQP)	0	0	56	56
See librarian (WERR)	0	0	0	0
Express Book (WEXP)	3	1	41	45
Fiction (WFIC)	39	32	433	504
Fiction Fantasy (WFICF)	1	2	12	15
Fiction Mystery (WFICM)	5	4	77	86
Fiction New (WFICNEW)	37	11	354	402
Fiction Science Fiction (WFICSF)	0	2	16	18
Fiction Western (WFICW)	0	0	11	11
Genealogy (WGENE)	0	0	0	0
Genealogy Mag (WGMAG)	0	0	0	0
Graphic Novels (WGN)	0	0	4	4
Hanging Bags (WHANG)	1	1	7	9
ILL (WILL)	0	0	21	21
Internet (WINTER)	0	0	792	792
Juv. Audio book (WJAUDB)	4	0	6	10
Juv. Biography (WJBIO)	0	1	3	4
Juv. Book on CD (WJBKCD)	0	0	0	0
Juv. Book on Tape (WJBKT)	0	0	0	0
Juv. Compact Disc (WJCD)	1	1	16	18
Juvenile Easy (WJE)	10	9	434	453
Juv. Easy Non-fiction (WJENF)	0	0	57	57
Juv. Easy Reader (WJER)	2	0	241	243
Juv. Fiction (WJFIC)	32	15	253	300
Juv. Magazine (WJMAG)	0	0	12	12
Juv. Music Cassette (WJMC)	0	0	0	0
Juv. Nonfiction (WJNF)	9	6	227	242
Juv. Paperback fic (WJPBF)	0	0	0	0
Juv. Professional Coll. (WJPRO)	0	0	0	0
Juv. Reference (WJREF)	0	0	0	0
Juv. Toddler (WJTOD)	0	0	123	123
Large Print Fiction (WLPPF)	4	3	54	61
Large Print Nonfic (WLPNF)	2	0	5	7
Magazine (WMAG)	4	0	405	409
Non-Fiction 000 (WNF000)	0	1	13	14
Non-Fiction 100 (WNF100)	1	4	6	11
Non-Fiction 200 (WNF200)	3	1	10	14
Non-Fiction 300 (WNF300)	5	5	66	76
Non-Fiction 400 (WNF400)	0	0	3	3
Non-Fiction 500 (WNF500)	4	0	8	12
Non-Fiction 600 (WNF600)	13	7	103	123
Non-Fiction 700 (WNF700)	5	0	49	54
Non-Fiction 800 (WNF800)	1	0	5	6
Non-Fiction 900 (WNF900)	4	1	43	48
Nonfiction DVD (WNFDVD)	2	2	60	64
Nonfiction (WNFIC)	0	0	0	0

Nonfiction New (WNFNEW)	7	6	57	70
Nonfiction VHS (WNFVHS)	0	0	11	11
Professional Coll. (WPROF)	0	0	0	0
Parent Shelf Juv. Fic (WPJF)	0	0	0	0
Parent Shelf Juv. NF (WPSJNF)	0	0	0	0
Reference (WREF)	0	0	0	0
Ref. Magazine (WRMAG)	0	0	0	0
Reference Software (WRSWAR)	0	0	0	0
Spanish Collection (WSPA)	0	0	1	1
Software (WSWAR)	3	0	46	49
Vertical File (WVF)	0	0	3	3
VHS (WVHS)	3	4	175	182
YA Audio book (WYAUSB)	2	2	3	7
YA Biography (WYAB)	0	0	1	1
YA Books on CD (WYABKCD)	0	1	5	6
YA Books on Tape (WYABKT)	0	0	0	0
YA Fiction (WYAF)	2	13	126	141
YA Nonfiction (WYANF)	2	0	30	32
YA Paperback Fic (WYAPBF)	0	0	1	1
Storage (WZSTO)	5	0	0	5
TOTAL	8989	10450	6121	25560

CIRCULATION BY HOLDINGS CODE
December 2008

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
Award Winner JBIO (AJBIO)	0	0	0	0
Award Winner JE (AJE)	0	0	0	0
Award Winner JFIC (AJFIC)	0	0	0	0
Award Winner JNF (AJNF)	0	0	0	0
Award Winner JPFIC (AJPF)	0	0	0	0
Award Winning fiction (AWFIC)	17	0	0	17
Award Winning non-fiction (AWNF)	0	0	0	0
Award Winner YAFIC (AYAF)	0	0	0	0
Award Winner YAPFIC (YAYPBF)	0	0	0	0
Biography (BIO)	73	48	23	144
Books on CD (BKCD)	143	171	121	435
Books on Tape (BKT)	22	43	18	83
Compact Disc (CD)	416	561	228	1205
Digital Audiobooks (DA)	11	9	5	25
DVD (DVD)	1386	2506	1044	4936
Equipment (EQP)	60	69	56	185
See librarian (ERR)	0	0	0	0
Express Book (EXP)	55	56	41	152
Fiction (FIC)	832	920	461	2213
Fiction Fantasy (FICF)	26	2	12	40
Fiction Mystery (FICM)	115	9	81	205
Fiction New (FICNEW)	572	388	369	1329
Fiction Science Fiction (FICSF)	16	2	18	36
Fiction Western (FICW)	4	0	11	15
Genealogy (GENE)	0	0	0	0
Genealogy Mag (GMAG)	0	4	0	4
Gen. Milroy Coll (GMIL)	0	0	0	0

Graphic Novels (GN)	2	19	4	25
Hanging Bags (HANG)	19	6	7	32
ILL (ILL)	41	43	21	105
Internet (INTR)	1064	1791	792	3647
Juv. Audio book (JAUDB)	31	17	7	55
Juv. Biography (JBIO)	24	24	4	52
Juv. Book on CD (JBCD)	0	0	0	0
Juv. Book on Tape (JBKT)	0	0	0	0
Juv. Compact Disc (JCD)	40	34	22	96
Juvenile Easy (JE)	543	711	445	1699
Juv. Easy Non-Fiction (JENF)	39	40	57	136
Juv. Easy Reader (JER)	214	132	242	588
Juv. Fiction (JFIC)	474	362	286	1122
Juv. Holiday (JHOL)	55	0	0	55
Juv. Magazine (JMAG)	31	6	13	50
Juv. Music Cassette (JMC)	0	0	0	0
Juv. Nonfiction (JNF)	322	427	251	1000
Juv. Nonfic Text Bk (JNFT)	0	0	0	0
Juv. Paperback fic (JPBF)	0	0	0	0
Juv. Professional Coll. (JPRO)	0	0	0	0
Juv. Reference (JREF)	0	0	0	0
Juv. Toddler (JTOD)	101	92	125	318
Large Print Fiction (LPF)	87	120	57	264
Large Print Nonfic (LPNF)	10	9	5	24
Magazine (MAG)	666	406	406	1478
Music Cassette (MCAS)	0	0	0	0
Non-Fiction 000 (NF000)	17	12	13	42
Non-Fiction 100 (NF100)	27	26	7	60
Non-Fiction 200 (NF200)	41	25	12	78
Non-Fiction 300 (NF300)	113	93	71	277
Non-Fiction 400 (NF400)	5	5	3	13
Non-Fiction 500 (NF500)	19	30	8	57
Non-Fiction 600 (NF600)	222	197	121	540
Non-Fiction 700 (NF700)	139	71	58	268
Non-Fiction 800 (NF800)	15	18	7	40
Non-Fiction 900 (NF900)	72	108	44	224
Non-Fiction DVD (NFDVD)	24	101	60	185
Nonfiction (NFIC)	1	0	0	1
Nonfiction New (NFNEW)	128	158	64	350
Nonfiction VHS (NFVH)	19	36	11	66
Oversize (OVER)	0	0	0	0
Professional Coll. (PROF)	0	0	0	0
Parent Shelf Juv. Fic (PJF)	0	0	0	0
Parent Shelf Juv. NF (PSJNF)	5	0	1	6
Reference (REF)	35	31	35	101
Reference Business (REFB)	0	0	0	0
Ref. Magazine (RMAG)	0	0	0	0
Ready Reference (RRR)	0	0	0	0
Reference Software (RSWAR)	0	0	0	0
Spanish Collection (SPA)	8	14	1	23
Software (SWAR)	71	59	46	176
Vertical File (VF)	1	2	3	6
VHS	302	227	176	705
YA Audio book (YAUDB)	12	10	4	26
YA Biography (YAB)	2	3	1	6

YA Books on CD (YABKCD)	0	1	5	6
YA Books on Tape (YABKT)	0	0	0	0
YA Fiction (YAF)	185	189	130	504
YA Nonfiction (YANF)	16	33	32	81
YA Paperback Fic (YAPBF)	18	4	1	23
Storage (ZSTO)	15	0	10	25
				0
Free reads	214	253	112	579
Games/Puzzles	2	4	0	6
Talking books	0	0	0	0
Assignment Shelf Books	0	0	0	0
TOTAL	9239	10737	6268	26244

	DeMotte	Rensselaer	Wheatfield	
ADULT BOOKS				
Fiction	1936	1750	1172	4858
Nonfiction	966	888	493	2347
CHILDREN'S BOOKS				
Fiction	1349	1297	1098	3744
Nonfiction	445	491	313	1249
YA BOOKS				
Fiction	205	212	135	552
Nonfiction	18	36	33	87
Magazines, Adult	666	410	406	1482
Magazines, Children	31	6	13	50
Sound Recordings, adult	604	795	381	1780
Sound Recordings, ch	90	57	36	183
Online databases	0	0	0	0
Software	71	59	46	176
Vertical file	1	2	3	6
VHS/DVD	1731	2870	1291	5892
Equipment	60	69	56	185
Total	8173	8942	5476	22591
A-V Circulation	2496	3781	1754	8031
A-V Circulation as % of total	30.5%	42.3%	32.0%	35.5%

December 2008

DEMOTTE

Added	Withdrew	Circu-
Vols.	Vols.	lation

Added Vols.	Withdrew Vols.	Circu- lation
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Added Vols.	Withdrew Vols.	Circu- lation
10	5	15
20	10	30
30	15	45
40	20	60
50	25	75
60	30	90
70	35	105
80	40	120
90	45	135
100	50	150

**Total
Circ.**

Fiction	115	52	1,936	59	2	1,750	70	4	1,172	4,858
Nonfiction	96	42	966	156	332	888	65	43	493	2,347

Fiction	134	0	1,349	44	191	1,297	3	0	1,098	3,744
Nonfiction	83	3	445	13	3	491	1	0	313	1,249

Fiction	39	57	205	20	2	212	3	0	135	552
Nonfiction	5	0	18	1	1	36	1	0	33	87

Magazines,Adult	666	410	406	1,482
Magazines, Child	31	6	13	50

Category	Item	Price	Quantity	Total
Games, Toys	Board Game	\$12.99	1	\$12.99
	Toy Car	\$19.99	1	\$19.99
	Stuffed Animal	\$24.99	1	\$24.99
	Video Game	\$29.99	1	\$29.99
Electronics	Smartphone	\$499.99	1	\$499.99
	Tablet	\$299.99	1	\$299.99
	Laptop	\$799.99	1	\$799.99
	Smartwatch	\$199.99	1	\$199.99
Clothing	T-Shirt	\$14.99	1	\$14.99
	Jeans	\$29.99	1	\$29.99
	Sweater	\$34.99	1	\$34.99
	Shorts	\$19.99	1	\$19.99
Home Goods	Television	\$499.99	1	\$499.99
	Refrigerator	\$799.99	1	\$799.99
	Washing Machine	\$599.99	1	\$599.99
	Dishwasher	\$499.99	1	\$499.99
Food & Beverage	Organic Apples	\$4.99	1	\$4.99
	Organic Bananas	\$3.99	1	\$3.99
	Organic Carrots	\$2.99	1	\$2.99
	Organic Spinach	\$1.99	1	\$1.99
Personal Care	Shampoo	\$4.99	1	\$4.99
	Conditioner	\$4.99	1	\$4.99
	Body Lotion	\$4.99	1	\$4.99
	Deodorant	\$4.99	1	\$4.99
Pet Supplies	Pet Food	\$14.99	1	\$14.99
	Pet Bed	\$24.99	1	\$24.99
	Pet Toy	\$14.99	1	\$14.99
	Pet Carrier	\$24.99	1	\$24.99
Books & Media	Bestselling Novel	\$14.99	1	\$14.99
	Documentary DVD	\$14.99	1	\$14.99
	Music Album	\$14.99	1	\$14.99
	Children's Book	\$4.99	1	\$4.99
Garden & Outdoor	Flower Seeds	\$4.99	1	\$4.99
	Garden Hose	\$24.99	1	\$24.99
	Outdoor Chair	\$24.99	1	\$24.99
	BBQ Grill	\$24.99	1	\$24.99
Travel & Luggage	Travel Backpack	\$24.99	1	\$24.99
	Luggage Set	\$24.99	1	\$24.99
	Travel Kit	\$24.99	1	\$24.99
	Travel Guide	\$24.99	1	\$24.99
Sports & Fitness	Yoga Mat	\$24.99	1	\$24.99
	Dumbbell Set	\$24.99	1	\$24.99
	Resistance Bands	\$24.99	1	\$24.99
	Sports Water Bottle	\$24.99	1	\$24.99

Sound Rec/Adult	20	0	604	24	50	795	3	0	381	1,780
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Sound Rec/Child	10	0	90	6	0	57	0	0	36	183
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[illegible]

Software	0	1	71	0	1	59	0	1	46	176
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Vertical Files	0	0	1	0	0	2	0	0	3	6
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VHS/DVD	31	2	1,731	71	105	2,870	27	1	1,291	5,892
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Equipment	60	69	56	185
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TOTAL	533	157	8.173	394	687	8.942	173	49	5.476	22.591
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[illegible]

WHEATFIELD

Total Materials Owned	65,804	57,083	42,570
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Circulation Increase/Decrease	17.3%	19.7%	7.5%
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[illegible]

% change

Current month's Circulation	19,535	22,591	15.6%
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Jan. to date circulation	305,366	325,286	6.5%
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DEMOTTE COLLECTION		RENSSELAER COLLECTION		WHEATFIELD COLLECTION	
Start of Month	End of Month	Start of Month	End of Month	Start of Month	End of Month
Volumes	Volumes	Volumes	Volumes	Volumes	Volumes
XX					
					ADULT BOOKS
17,725	17,788	11,475	11,532	11,809	11,875 Fiction
17,171	17,225	18,817	18,641	9,544	9,566 Nonfiction
					CHILDREN'S BKS
12,784	12,918	10,762	10,615	8,771	8,774 Fiction
8,886	8,966	5,687	5,697	4,863	4,864 Nonfiction
					YA BOOKS
2,153	2,135	2,032	2,050	1,749	1,752 Fiction
433	438	679	679	158	159 Nonfiction
					0 Magazines,Adult
					0 Magazines, Child
0	0	20	20	0	0 Games, Toys
2,389	2,409	2,944	2,918	2,743	2,746 Sound Rec/Adult
511	521	391	397	524	524 Sound Rec/Child
25	25	16	16	1	1 Online Databases
329	328	374	373	149	148 Software
3	3				Vertical Files
2,900	2,929	4,037	4,003	2,078	2,104 VHS/DVD
119	119	142	142	57	57 Equipment
65,428	65,804	57,376	57,083	42,446	42,570 TOTAL
XX					

JASPER COUNTY PUBLIC LIBRARY MONTHLY REPORT
December 2008

R5

	DeMotte		Rensselaer		Wheatfield		TOTAL	HOURS SPENT
		Hrs.		Hrs.		Hrs.		
INTRALIBRARY LOANS FILLED	163	35	129	28	249	54	541	117
LOCAL HISTORY								
In person	2	1	11	3	2	1	15	4
Letters written	0	0	3	3	0	0	3	3
IN-HOUSE USE - HARDWARE/SOFTWARE								
Internet use	1064	44	1791	75	792	33	3647	152
Computer software used	194	16	117	10	127	11	438	37
VCR Use	0	0	0	0	0	0	0	0
Microforms	6	1	14	2	0	0	20	3
CD ROM/Online databases	128	11	247	21	106	9	481	40
Typewriter use	0	0	0	0	0	0	0	0
Other equipment used	2	1	12	4	0	0	14	5
OTHER LIBRARY SERVICES USED								
Outreach activities	32	32	5	3	0	0	37	25
Notarized documents	6	2	0	0	3	1	9	2
Meeting Room Use (no. of group)	39	13	53	18	15	5	107	36
Study room use	15	1	20	2	14	1	49	4
Proctoring	3	2	1	1	0	0	4	2
Tax Forms distributed	0	0	0	0	0	0	0	0
Pull Requests	0	0	0	0	0	0	0	0
IN-HOUSE USE ITEMS	42		365		110		517	
WIRELESS USE via patron owned pcs	94		132		78		304	
INTERLIBRARY LOANS								
Requests made for:	31	8	60	15	19	5	110	28
Items rec'd for:	34	17	31	16	35	18	100	50
Items requested by other libraries	0		0		0		0	
Items supplied to other libraries	0	0	0	0	0	0	0	0

REGISTRATIONS

Total Borrowers	7741	7900	4261	19902
				0
Non-resident, paying	1	3	0	4
PLAC card users	0	4	1	5
Reciprocal borrowers	377	342	82	801

PROGRAMS

	DeMotte		Rensselaer		Wheatfield		TOTAL	HOURS SPENT
		Hrs.		Hrs.		Hrs.		
Programs for all ages	0	0	0	0	0	0	0	0
Children's Programs (0-13)	8	48	13	78	4	24	25	150

Number attending	149		159		35		343	
YA Programs (14-17)	1	6	1	6	0	0	2	12
Number attending	273		2		1		276	
Adult Programs	2	12	1	6	0	0	3	18
Number attending	78		94		9		181	
Senior Citizen Programs	7	42	5	30	1	6	13	78
Number attending	70		60		12		142	
Total Number of Programs	18	108	20	120	5	30	43	258
Total Persons Attending	570		315		57		942	
Total Attending Same Month Last `	322		299		236		857	
Total Staff Hours Spent		291		319		166	775	765
Total Number of In-House Program	7		14		5		26	
Total Attendance	141		140		57		338	
Total Number of Outreach Program	11		6		0		17	
Total Attendance	429		175		0		604	

CIRCULATION BY PATRON CODE

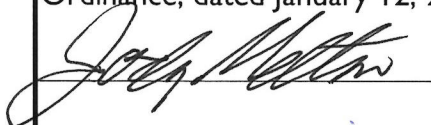
PATRONS	DeMotte		Rensselaer		Wheatfield		ALL LIBRARIES	
	Items Loaned	% of Total	Items Loaned	% of Total	Items Loaned	% of Total	Items Loaned	% of Total
Adult	5869	72.1%	5803	65.1%	3783	69.5%	15455	68.7%
Corporate	77	0.9%	63	0.7%	0	0.0%	140	0.6%
Juvenile 0-11	233	2.9%	401	4.5%	131	2.4%	765	3.4%
Juvenile-AV	509	6.3%	896	10.0%	463	8.5%	1868	8.3%
Nonresident No Fee	39	0.5%	116	1.3%	93	1.7%	248	1.1%
Nonresident Fee	0	0.0%	7	0.1%	0	0.0%	7	0.0%
PLAC (state library card)	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Reciprocal Adult	452	5.6%	155	1.7%	79	1.5%	686	3.0%
Reciprocal Juvenile	0	0.0%	3	0.0%	4	0.1%	7	0.0%
Reciprocal Juvenile AV	37	0.5%	35	0.4%	28	0.5%	100	0.4%
Reciprocal YA	8	0.1%	4	0.0%	0	0.0%	12	0.1%
Reciprocal YA AV	2	0.0%	8	0.1%	0	0.0%	10	0.0%
School	0	0.0%	9	0.1%	0	0.0%	9	0.0%
School AV	0	0.0%	0	0.0%	0	0.0%	0	0.0%
St. Joseph College	0	0.0%	29	0.3%	0	0.0%	29	0.1%
Staff	486	6.0%	950	10.7%	581	10.7%	2017	9.0%
Walking books	67	0.8%	79	0.9%	0	0.0%	146	0.6%
YA 12-17	60	0.7%	71	0.8%	55	1.0%	186	3.6%
YA-AV	302	3.7%	287	3.2%	224	4.1%	813	3.6%
Total	8141		8916		5441		22498	
All items borrowed by nonresidents	538	6.6%	366	4.1%	204	3.7%	1108	4.9%

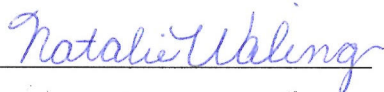
2009 Salary Ordinance

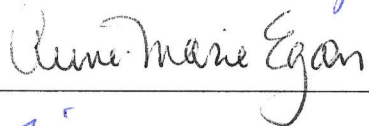
	Classif.	Hrs/ Week	Hourly Rates	Annual Gross Salary
Name				
Aubuchon, Rebecca	Clerk	13	\$8.68/9.38	\$6,086.08
Barko, Donna	Spec 1	35	\$11.17/11.87/12.23	\$21,018.20
Barton, Angela	Spec 3	35	\$13.94/14.64/15.08	\$26,251.40
Beedle, Marlene	Spec 1	32	\$16.08/16.78	\$27,294.72
Bristol, Evie	YS Spec 3	35	\$14.35/15.05	\$26,705.00
Capehart, Krystal	Page-R	10	\$6.65/6.75/7.45/7.55	\$3,690.00
Carr, Renee	Spec 1	10	\$16.71/17.41	\$8,857.20
Cavinder, Rachael	Spec 3	35	\$15.74/16.44	\$29,234.80
Cly, Chris*	Clerk	16	\$11.11/11.81	\$9,512.32
DeJong, Derek	Janitor-R	10	\$10.47/11.17	\$5,612.40
DeVries, Carolyn	Clerk	13	\$8.82/9.52	\$6,180.72
DeVries, Carolyn	Asst 1	8	\$9.40/10.10	\$4,044.80
Del Vecchio, Yvonne	Asst 1	32	\$9.89/10.59	\$16,994.56
Delger, Kim	Asst 2	32	\$11.31/12.01	\$19,357.44
Douthit, Jennifer	Lib 3	40	\$22.90/23.60	\$48,304.00
Duran, Emily	Spec 1	40	\$14.37/15.07	\$30,561.60
Eenigenburg, Rebecca	Page-D	10	\$6.85/7.55	\$3,730.00
Gilmore, Rayann	Asst 2	40	\$10.84/11.89	\$23,555.20
Gray, Elizabeth	Clerk	12	\$9.05/9.75	\$5,848.80
Nicole Hachlica	Clerk	13	\$8.51/8.61/9.31/9.41	\$6,054.36
Havens, Denise	Clerk	12	\$9.85/10.55	\$6,348.00
Hunter, Kim	Page-R	10	\$6.65/6.75/7.55	\$3,699.00
Jones, Jamie	Clerk-R	12	\$9.05/9.75	\$5,848.80
Jung, Gail	Bus. Mgr	40	\$19.70/20.40	\$41,648.00
Kenning, Sarah	Page-R	10	\$6.65/6.75/7.45/7.65	\$3,686.00
Kooy, Diana	Lib 1	40	\$20.00/20.70	\$42,272.00
Kristoff, Deborah	Page-D	10	\$6.55/6.65/6.75/7.45/7.55	\$3,657.00
Lambert, Jean	Asst Jan - D	10	\$10.41/11.11	\$5,581.20
Lilly, Annette	Clerk-R	17.5	\$8.51/8.61/9.31/9.41	\$8,136.12
Maxwell, Sheila	Sys Adm	40	\$24.79/25.49	\$52,235.20
Minix, Marion	Janitor - W	15	\$10.96/11.66	\$8,800.80
Molenaar, Mary	Asst 2	40	\$11.52/12.22	\$24,633.60
Mulvihill, Kara	Asst 2	40	\$11.25/11.95/12.31	\$24,100.80
Opolski, Diane	Asst 2	32	\$14.50/15.20	\$24,665.60
Phillips, Nancy	Asst 2	35	\$10.84/11.54/11.89	\$20,525.05
Poortenga, Linda	Lib 3	40	\$20.79/21.49	\$43,915.20
Reasoner, Beth	Asst 2	35	\$11.50/12.20/12.57	\$21,712.25
Rice, Connie	Page-W	9	\$7.15/7.85	\$3,497.40
Salerno, Holly	Page-D	10	\$6.85/7.55	\$3,730.00
Salyer, Beth	Clerk	15.5	\$10.96/11.66	\$9,094.16
Schumacher, Dawn	Asst Jan - W	11	\$10.41/11.11	\$6,139.32
Shanks, Leah	Page-W	9	\$7.15/7.85	\$3,497.40
Shields, Stephanie	Page-R	10	\$7.00/7.85	\$3,844.00
Speacht, Nanette	Asst 2	24	\$12.10/12.80	\$15,504.00
Steele, Robin	Clerk	13	\$8.90/9.60	\$6,234.80
Stringfellow, Patty	Director	40	\$26.04/26.74	\$54,835.20
Sue, Carolyn	Janitor-R	20	\$10.47/11.17	\$11,224.80
Sutton, Kimberly	Clerk	12	\$9.34/10.04	\$6,029.76
Tachtiris, Jill	Ref Spec 3	40	\$16.97/17.67	\$35,969.60
Thompson, Brenda	Lib 3	40	\$20.47/21.17	\$43,249.60

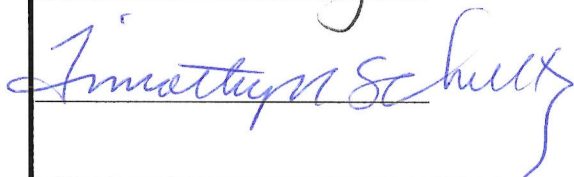
Name	Classif.	Hrs/ Week	Hourly Rates	Annual Gross Salary
Thompson, Linda	Asst 2	32	\$13.29/13.99	\$22,652.16
Tobias, Sue	HR Spec 3	32	\$13.73/14.43/14.86	\$23,521.92
Vis, Virginia Jntr st	Janitor - D	20	\$13.42/14.12	\$14,292.80
Vis, Virginia clerk	Clerk	20	\$10.31/11.01	\$11,058.40
Widner, Melissa	Spec 3	40	\$14.14/14.84	\$30,083.20
Woods, Margaret	Spec 2	40	\$16.34/17.04	\$34,659.20
Wynkoop, Dorene	Clerk	13	\$8.82/9.52	\$6,180.72
Young, Ed	Courier Driver	10	\$12.00/12.70	\$6,408.00
Zellon, Joe	Sys Jan/Mtnce	9	\$11.79/12.49	\$5,668.92
Zellon, Kathleen	Clerk	12	\$9.05/9.75	\$5,848.80
Clerk (D) - 4 hrs/wk	Clerk	4	\$9.64/10.34	\$2,072.32
TECH SERV	Asst I	8	\$9.07/9.17/9.27/9.97	\$3,800.00
Total		1,403		\$1,039,454.70

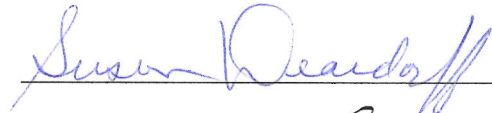
We have examined and approved the year 2009 Jasper County Public Library Salary Ordinance, dated January 12, 2009.













Director's Financial Report 2008

The library began 2008 with \$1,551,523.55 in the bank. Had the library received the additional \$228,691.71 property and license excise tax monies in the prior year, the 2008 beginning balance would have been \$1,780,215.26.

The Jasper County Treasurer was able to disburse 90% of our expected property tax revenues and 27% of the License Excise Tax for 2008. We received slightly more in CVET and FIT than expected to date. We will be receiving the final 2008 tax disbursement in the next month or two.

We encumbered \$4,184.91 and spent 94.2% of our Operating Fund budget. We began 2009 with \$586,496.58 in the Operating Fund and expect about another \$100,000 with the final tax settlements for 2008. Ideally, we need enough beginning capital to cover 4.5 months of expenses (\$675,000-725,000) to sustain an adequate cash flow.

We invested in 4 short-term CD's in January 2008 at 4.501% interest and one six-month CD @ 5.010% generating \$13,652.49. Refer to the Investment Report in your January Board Financial packet for the breakdown between funds. Low interest rates and the slow advance of tax revenues, hindered our ability to invest more during the year.

The library was approved for an additional appropriation of \$64,586 in LIRF and \$122,922 in Rainy Day for the DeMotte Roof project. The board approved the transfer of \$30,000 from the Operating Fund into LIRF for a new reserve balance of \$216,342.26.

CPF shows a balance of \$523,219.14 for future allocations per the CPF Plan.

The State Library gave the library \$10,560 for Internet connections (7/1/08-6/30/09) and deposited it into the State Technology Fund Grant Fund.

We received a special tax distribution of \$81,099.62 that was deposited into the Rainy Day Fund.

The overall financial picture of the library is good with receipts exceeding expenses. We receipted in \$2,980,215.03 and spent \$2,717,100.97. The library ended the year with \$1,814,637.61 in the coffers. We hope that 2009 will be a normal year for tax revenue income.

Accounting Practices for 2009

Interest from the Operating Fund and BIRF will be credited to the Operating Fund. LIRF (Library Improvement Reserve Fund) and the Construction Fund will each be separately invested and interest credited back to the same account. Capital Projects Fund Interest will be credited to the Capital Projects Fund.

Natalie Waling will hold the office of Assistant Board Treasurer and be bonded as is the Treasurer. She will be authorized to sign checks in the absence of the Treasurer.

DeMotte State Bank and Alliance Bank are designated as the library's depositories. The majority of the library's funds will be deposited in Alliance Bank. A threshold amount is retained in a checking account there to offset bank charges; the remainder is invested in a Repurchase Agreement.

The Director is authorized to invest library funds in Certificates of Deposit when she deems it to be in the best interests of the Library.

Mileage will be paid at the IRS approved rate.

For employees working 35 or more hours per week, the Library will pay 80% of their health/life insurance premiums through Anthem Blue Cross/Blue Shield. For employees working 30-34 hours per week, the Library will pay 50% of the health/life insurance premium. The Library will pay all but \$1.00 of the life insurance policy for all employees working 30 hours or more per week that elected to take only life insurance.

Electronic fund transfers will be used to pay state, county and federal payroll taxes. They may also be used as an emergency measure when the library is unable to make a timely contractual payment by check.

The Director and Business Manager are authorized to make internal bank transfers between library accounts.

The Director may dispose of unwanted or inoperable library property without board approval as long as it has a value of \$1000 or less per item, with a cumulative value of no more than \$5000. Library listservs, E-bay, or other similar online sites will be used for disposal when this seems the most cost-effective method to use.

LCD Projector Policy

1. Groups which have reserved JCPL's meeting rooms may use the library's LCD projector at no cost.
2. The LCD Projector may be used in any of the meeting rooms of the DeMotte, Wheatfield, or Rensselaer libraries.
3. ~~The~~ The designated LCD projector that is housed at Rensselaer may also be rented for use outside the library, with a deposit of \$100 and a \$10.00 fee per day. The \$100 deposit will be refunded as soon as staff determine that all pieces have been returned and the equipment is not damaged. As with all library equipment, the person renting the equipment must be at least 18 years old, a JCPL cardholder in good standing and must sign an agreement to pay for any damage to the equipment incurred during the time it is out of the library's possession.
4. The LCD Projector will be reserved on a first come first served basis. It may be borrowed for a period of 24 hours only unless special arrangements have been made through the ~~agency librarian~~ Outlook Equipment schedulers.
5. Individuals using the projector must provide their own laptop or desktop computer. (Not all computers are compatible with the LCD projector).
6. Individuals using the projector must know how to use the equipment. If they do not, they will be required to make an appointment with staff prior to day of use for minimal training. ~~At this appointment a preliminary setup and test will be done to ensure that users understand how to connect their computer to the projector and how to make necessary changes to settings.~~ For problems that go beyond staffs' level of expertise, a user's manual and toll-free number for assistance will be available.
7. Projector users are responsible for repair or replacement costs of any projector component beyond normal wear.
8. ~~All library staff have been trained in projector use and simple troubleshooting procedures. For problems that go beyond their level of expertise, a user's manual and toll-free number for assistance will be made available.~~

2/2000; last revised 2/03; 2/05; revised 1/07; revised 1/09

RESOLUTION TO PAY BILLS WITH PRIOR APPROVAL

Whereas, the Jasper County Public Library must pay its bills on time and the Jasper County Public Library board requests that all bills be paid by their due date, Jasper County Public Library board approves the following types of disbursements be made before the monthly regular scheduled library board meeting as allowed by Indiana Code 36-12-3-16(a)(1-17):

- Property or services purchased or leased from the United States government or its agencies and the state, its agencies, or its political subdivision.
- Dues, subscriptions, and publications.
- License or permit fees.
- Insurance premiums.
- Utility payments or connection charges.
- Federal grant programs where advance funding is not prohibited and the contracting party posts sufficient security to cover the amount advanced.
- Grants of state funds authorized by statute.
- Maintenance and service agreements.
- Legal retainer fees.
- Conference fees.
- Expenses related to the educational or professional development of an individual employed by the library board, including:
 - (A) inservice training;
 - (B) attending seminars or other special courses of instruction; and
 - (C) tuition reimbursement; if the library board determines that the expenditures under this subdivision directly benefit the library.
- Leases or rental agreements.
- Bond or coupon payments.
- Payroll costs.
- State, federal, or county taxes and mandated garnishments.
- Expenses that must be paid because of emergency circumstances.
- Credit card and Store Charge Account payments
- Mileage expenses for courier service by employee
- expenses incurred to advertise and promote the programs and services of the library
- Other expenses described in another library board resolution.

The Jasper County Public Library board requests that each payment of expenses lawfully incurred for library purposes must be supported by a fully itemized invoice or other documentation. The library director must certify to the library board before

payment that each claim for payment is true and correct. This certification must be on a form prescribed by the State Board of Accounts. The library board shall review and allow the claim at the library board's first regular or special meeting following the payment of a claim under this section.

Adopted this 12th day of January, 2009.

NAY

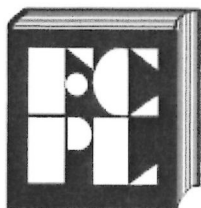
AYE

Jody Mettler
Natalie Waling
Genevieve Egan
Susan Deardorff
Marlene Layler
Imothy N. Schell

ATTEST:

Jody Mettler

Secretary of Appropriating Body



FRANKFORT COMMUNITY PUBLIC LIBRARY CLINTON COUNTY CONTRACTUAL PUBLIC LIBRARY

208 W. Clinton Street
Frankfort, Indiana 46041-1899

Phone (765) 654-8746
Fax: (765) 654-8747
E-Mail: fcpl@accs.net

Patty Stringfellow
Director, Rensselaer Public Library
208 West Susan Street
Rensselaer, IN 47978-2447

15 December 2008

Dear Patty:

Between August 4 and August 28 2008, the Frankfort Community Public Library will host the exhibition, *Abraham Lincoln: A Man of His Time, A Man for All Time*. The exhibition is the result of a grant from the Gilder Lehrman Institute for American History, the History Channel, and the National Endowment for the Humanities. This exhibition has already begun its journey to forty sites across the country, a journey that will end in 2010. The Frankfort Library, however, will be the only site in Indiana to host the exhibition. The exhibition consists of six sections (about 65 running feet) containing graphics, photographs, and text that separate and depict important ideas surrounding six important aspects of Lincoln's life: Young Abe Lincoln, Path to the Presidency, Civil War President, Slavery & Emancipation, The Union Preserved/The President Assassinated, and Abraham Lincoln's Legacy. We will supplement this exhibition with the Library's collection of Civil War ephemera, which includes a drum, cannon balls, firearms and flags, and Clinton County items, such as diaries, Civil War enlistment lists, County Commissioner minutes concerning the effects of the Civil War on the county, and photographs borrowed from Clinton County residents.

In addition, we would like to borrow some items from the Robert H. Milroy Collection. I have included a list of documents we hope to display. Some documents deal with issues, such as free speech and the idea of oaths of allegiance, that continue to be important today. Others, such as promissory note to the Bank of Indiana to form the 9th Regiment, the lists of wounded and dead after a battle, or instructions against looting, all illustrate how different the Civil War was from those that followed, as well as the destructiveness of the Civil War in particular. While we would like to borrow the original items with Abraham Lincoln's signature, the photograph of him, and the material artifacts, these will be displayed in locked cases; the other documents, however, could be in the form of color copies or scans.

Thank you for your consideration.

Sincerely,

Dr. Grace Mary Gouveia
Head, Genealogy & Local History
Project Director for the Abraham Lincoln Exhibition

Request for Items from Jasper County Library

Documents

1. Brig. Gen. of Volunteers HS_1862-Feb6_11
2. Major General of Volunteers, Mar 10 1863 HS_1863-Mar 10-03
3. Printed photo card of Abe Lincoln RHM_P3 4. To Milroy from Pres. Lincoln Mar 10 1863 RHM_1862-1
5. To Lincoln from Milroy, Jan 1 1864 RHM_ucl_Jan1-1864_a (b, & c)
6. To Gen WT Sherman from Gen. Milroy July 25, 1864 RHM_1864-147_a (through d)
7. To Maj.-Gen Thomas from Sherman regarding Milroy's ban request RHM_uc63-Aug 5-1864_a (through d)
8. To Rensselaer Gazette from Milroy, Feb 6, 1861 RHM_1861-142_a (and b)
9. Advertisement for Gatling Gun RHM_155-a & b
10. Bloody Run Report from Col. Klunk Jun 22, 1863 RHM_1863-Jun22b_1a (through 5d)
11. Map: The Historical War Map 1862 RHM_M4
12. To Bank of Indiana from 9th Indiana Regiment, May 23, 1861 RHM_ucl-May 23-1861_a (through c)
13. To Citizens of Virginia from Gen. Milroy Jan 5, 1863 RHM_1863-157
14. To Gen Milroy from Rutherford Wysong Jun 10, 1863 RHM_1863-June10_a (&b)
15. To Mary Milroy from RH Milroy Jan 18, 1863 RHM_1863-Jan18_1a (through 2b)
16. To Milroy from Bank of Indiana, May 17, 1861 RHM_1861-109a
17. To Milroy from BF Kelley, Dec 5, 1862 RHM_1862-218_a
18. To Milroy from G. Clusenet, Nov 25, 1862 RHM_1862-150_a (b, c, d)
19. To Milroy from GM Bascom, Dec 4, 1861 RHM_1861-178
20. To National Union League from Milroy, Oct 26, 1863 RHM_1863-116
21. To People of Tenn & Ala from RH Milroy, Feb 1, 1865 RHM_1865-111
22. To RH Milroy from HP VanCleve, Mar 10, 1865 RHM_uc4-Mar10-1865
23. To RH Milroy from HP VanCleve, Mar 13, 1865 RHM_uc5-Mar13-1865
24. Mary Milroy to RH Milroy, Jan 16, 1863 RHM_1863-Jan16_a
25. To People of Virginia from GA Porterfield, May 30, 1861 RHM_1861-112A
26. To RH Milroy from BH Polk, Apr 15, 1865 RHM_1865-211
27. To RH Milroy from Geo Stillman, Apr 15, 1865 RHM_1865-213-1(2,3,4)
28. To RH Milroy from Samuel Young, Dec 11, 1864 RHM_uc105-Dec11-1864_d
29. To Milroy from Abe Lincoln, Oct 27, 1863 RHM_1863-108_a (b)
30. Autobiography of Abraham Lincoln

Material Items

1. Military Jacket (Major General, 3 buttons) 48 in by 24 in
2. Sash (cream color) 72 in X 4 in
3. Sash (gold color) 94 in X 4 in
4. Fife (wood & brass) 16 in

5. Piece of linen from Jefferson Davis coach when captured (2 in X 3 in)
 6. Hand stitched flag 36 in X 24 in
 7. Epaulettes (pair with eagles) 14in X 5 in
- Valentine Cartoon 14 in X 8 in (Painted by Cornelia McDonald, a southern woman of
Winchester, VA, Sent to Milroy due to the rude
treatment of a friend, Mrs. Robert Baldwin)

Grace Mary Gouveia, Ph.D.

911 North County Road 700 W
Frankfort, In 46041
(765) 654-8746
arikara50@yahoo.com (personal)
ggouveia@accs.net (work)

EDUCATION

- Ph.D. American History, Purdue University, West Lafayette, IN, December 1994
Major Areas: American Indian History, Women's History
Secondary Areas: Latin American History, Anthropology
- MA American History, Purdue University, West Lafayette, IN, May 1988. Major Area:
American Indian History
- BA American History, Purdue University, West Lafayette, IN, August 1980

CURRENT POSTION

Head, Genealogy & Local History, Frankfort Community Public Library Jul 2004 - Present
Manage department with two part-time employees and 6-8 volunteers; collection development of genealogy and local history materials, both paper and artifacts; aid patrons in research; multi-task at least 4 projects simultaneously; develop and oversee programs and projects; teach classes in genealogy, conservation, history; fundraise for department equipment, materials, projects; planned and executed digitization of photographic collection; preservationist for old items; write column for newspaper six times per year; writing the history of the Frankfort Community Public Library; liaison with Clinton County Genealogical Society.

PREVIOUS LIBRARY EXPERIENCE

Librarian, Mulberry Library, Mulberry, IN Aug 2003 – Jul 2004
Manage branch of Frankfort Community Contractual Public Library. Responsible for all collection and program development; serve as Board Member Ex-Officio of "Friends of the Library" Board; aid patrons with book or material searches/procurement; responsible for public relations and promotion of library activities; plan programs and activities; function as community liaison with community organizations and schools; manage \$10,000 collection development budget.

COLLEGE TEACHING EXPERIENCE

Visiting Instructor, Purdue University, W. Lafayette, IN Jan 2003 - May 2003
Taught three classes of the US survey course, US History from 1877; emphasized critical thinking, reading, and writing skills through the use of essay examinations.

Adjunct, Community College of Indiana, An Ivy Tech-Vincennes University Partnership,
Lafayette, IN Aug 2002 - Jan 2003
Taught four United States survey courses, two in US History to 1877 and two in US History from 1877

History Coodinator, Oglala Lakota College, Kyle, SD Aug 1998 - May 2001
Served as History Coordinator in a reservation-based tribal college (Pine Ridge Indian Reservation), scheduling history and geography classes in ten district college centers on the Pine Ridge Indian Reservation; recruited, monitored, and evaluated adjunct faculty members; taught graduate student course in research and writing, introducing students to critical review writing and research

methodology; taught undergraduate courses in U.S. and World History and World Geography, emphasizing critical reading and writing skills.

Visiting Assistant Professor, University of Missouri-Columbia, Columbia, MO Aug 1993 - Aug 1995
Taught introductory courses in American History, American Indian History, and Women's History; upper division and seminars in Plains Indian History, Women's History and Women in the American West; all classes stressed the importance of writing skills as a means to understand and convey historical data; supervised seminar students through the writing of extensive research papers based on primary data collection and proper documentation styles; designed projects and assignments to allow students to experience historic events from a different cultural perspective; supervised graduate teaching assistants in developing and using analytical grading scales for essay examinations.

Graduate Instructor, Purdue University, West Lafayette, IN Aug 1990 - Aug 1993
Taught introductory courses in American History for adult students in the Continuing Education Department as well as traditional students in the History Department and supervised graduate teaching assistants; selected to teach in a gifted and talented summer program (PULSAR) on the basis of an original course proposal, American Diversity: Native Americans, African Americans, and Women in American Society.

RELATED ACADEMIC EXPERIENCE

Archives Assistant, Special Collections/Archives, IUPUI, Indianapolis, IN Jan 2002 - May 2003
Accessioned, processed, and inventoried philanthropic manuscript collections; developed finding aids for manuscript collections held by IUPUI Special Collections.

Writing Instructor, Purdue University, Department of English Aug 1997 - May 1998
Taught introductory and advanced placement English composition; emphasized the development of critical reading and writing skills; taught research techniques such as skimming, active reading, note-taking; stressed proper documentation of research materials (MLA style)

Basic Skills Advancement Instructor, Ivy Tech State College, Lafayette, IN. Aug 1996 - Aug 1998
Taught basic and developmental English college composition using writing-as-inquiry approach; emphasized teaching through invention, audience, style, revision; developed Standard Written English usage units; helped students develop personal editing strategies; taught research techniques and helped students learn to synthesize ideas for multiple-source papers; emphasized proper documentation of research materials (APA style). Taught college success skills course to adult learners which included time management skills, reading strategies, collaborative learning techniques, and helped students discover their preferred learning styles.

Writing consultant, Ivy Tech State College, Learning Resource Center Aug 1996 - Aug 1998
Tutored adult developmental writers assigned for remedial help; explained research techniques useful in various disciplines; helped students develop strategic proofreading skills.

PROFESSIONAL PUBLICATIONS

Prologue

"Introduction" for *A Century of Dishonor*, Helen Hunt Jackson, Barnes & Noble publishers, 2007.

Articles

" 'We Also Serve': American Indian Women's Contribution to World War II." Michigan Historical Review, Special Issue on American Indians, Fall 1994.

" 'The Beleaguered Indian': The Controversy Surrounding Section 9 of the Navajo-Hopi Rehabilitation Act." Maryland Historian, (Spring/Summer 1992): 1-17.

Book Reviews

James W. Parrin and Daniel F. Littlefield, Jr., eds., Ke-ma-ha: The Omaha Stories of Francis LaFlesche. In *Journal of the West*, (April 1997): 106-7.

Julian Rice, Deer Women and Elk Men: The Lakota Narratives of Ella Deloria, and M.Inez Hilger, Chippewa Child Life and Its Cultural Background (reprint). In *Journal of the West*, (January 1995): 110.

Margaret Schmidt Hacker, Cynthia Ann Parker: The Life and The Legend. In *Journal of the West*, October 1993): 106.

Bobette Perrone, H. Henrietta Stockel, and Victoria Krueger, Medicine Women, Curanderas, and Women Doctors. In *Journal of the West*, (July 1991): 110.

Harriet Kofalk, No Woman Tenderfoot: Florence Merriam Bailey, Pioneer Naturalist. In *Southwestern Historical Quarterly* (January 1991): 400-1.

Arlene Scadron, On Their Own: Widows and Widowhood in the American Southwest, 1848-1939. In *Journal of the West*, (Spring 1989): 111-12.

PROFESSIONAL PRESENTATIONS

Conference Papers

"Research in Native American Women's History," History Panel, Nebraska Literature Festival, Chadron, NE, 1999.

"'These Women Are Not Readily Readjusting to Prewar Standards As They Exist Here': American Indian Women in the Aftermath of World War II." The American Historical Association. Chicago, IL, 1995.

" 'We Also Serve': American Indian Women's Contributions to World War II." The Annual Women's Studies Symposium. West Lafayette, IN, 1993.

"Change or Expansion?: The Impact of the Indian New Deal, World War II, and the Post-War Years on the Roles of Women in Native American Society." The Social Science History Association. Chicago, IL, 1992.

"Recouping Their Losses: American Indian Women and World War II." The Coalition for Western Women's History. Lincoln, NE, 1992.

"Native American Women Since 1930: Impact of Race and Gender." Missouri Valley History Conference. Omaha, NE, 1992.

"Native American Women and Work Since 1930: Impact of Mainstream Ideology." Indiana Association for Historians. Richmond, IN, 1992.

"Redefining Feminine Strength: A Legacy in American Indian Women Leaders." Southern Association of Women Historians. Chapel Hill, NC, 1991.

"Uncle Sam's Precious Daughters': Native American Women in World War II." Missouri Valley History Conference. Omaha, NE, 1990.

Invited Talks and Lectures

"Revitalization Movements: Neolin, Handsome Lake, and Wovoka: American Indian Prophets." First Baptist Church Study Group. Columbia, MO, 1994.

"Brief History of the Apache, Delaware, and Cherokee Tribes." Four Directions, Native American Student Group. Columbia, MO, 1994.

"Research on the Roles of American Indian Women." Four Directions, Native American Student Group. Columbia, MO, 1993.

"When Haven't Women Worked: Ideology and Economic Opportunity for Women." Women in Communications, Inc. West Lafayette, IN, 1991.

"Native American Women During the Second World War." Brown Bag Lecture Series, Women's Studies Program. West Lafayette, IN, 1990.

Workshops

"Native Americans and the Bill of Rights." Bill of Rights Educational Collaborative--Women, Minorities, and Constitutional Rights: A Comparative Examination. Atlanta, GA, 1992.

Patty Stringfellow

From: inlibraries-bounces@lists.in.gov on behalf of Brooker, Roberta [rbrooker@library.IN.gov]
Sent: Monday, December 29, 2008 3:27 PM
To: inpublib@lists.IN.gov; inlibraries@lists.in.gov; incolsa-l@lists.incolsa.net
Subject: [INlibraries] Committee for Revising Public Library Standards
Attachments: ATT00001.c

Dear Colleagues,

The process of revising Indiana's 15 year-old public library standards has begun. As a result of the Public Library Coalition's recommendations, and the Coalition's proposed legislation, the State Library will convene a public library standards committee to develop updated standards for public libraries.

The standards committee will be composed of three members recommended by the Indiana Library Trustee Association President, Mary Benson (Plainfield-Guilford Township Public Library Trustee), three members recommended by Indiana Public Library Association President, Dianne Osborne (Hancock County Public Library Director), and three State Library staff members. The committee is expected to complete its work and report its recommendations to the Indiana Library and Historical Board by March of 2009.

It is likely that the committee will recommend revisions to existing unnecessary standards, such as required membership in INCOLSA (which is no longer enforced by the State Library). The committee will also investigate adding new standards. This includes requiring automated integrated library systems (ILS) and maintaining active library websites, and other standards as suggested by the committee. It is also possible that a tiered approach to standards will be adopted, allowing libraries to range from meeting to exceeding standards.

The State Library believes that through the work of the public library standards committee the revised standards will improve the overall quality of library services in Indiana to the benefit of all Hoosiers.

Sincerely,
Roberta

Roberta L. Brooker, State Librarian
Indiana State Library
140 N. Senate Ave.
Indianapolis IN 46204
Phone: 317.232.3692 Fax: 317.232.3713
rbrooker@library.in.gov

December 15, 2008

INDIANA PUBLIC LIBRARY COALITION

Jos Holman, Co-Chair
Tippecanoe County Public Library

Sally Stegner, Co-Chair
Lawrenceburg Public Library District

Karen Ainslie, *Indiana State Library*

Marcia Au, *Evansville Vanderburgh Public Library*

Cate Birdseye, *Garrett Public Library*

Bill Bolte, *Jeffersonville Township Public Library (recently retired)*

Roberta Brooker, *Indiana State Library*

Rose Bryan, *Adams-Geneva Public Library*

Emily C. Bunyan, *Knox County Public Library*

Stephen Boggs, *New Carlisle Public Library*

Jim Corridan, *Indiana State Library*

Peg Evans, *Hammond Public Library*

Jane Ellen Felchuk, *North Judson-Wayne Township Public Library*

Wendy Knapp, *Indiana State Library*

Ginny Nilles, *Muncie Public Library*

Dianne Osborne, *Hancock County Public Library*

Laurel Setser, *Avon-Washington Township Public Library*

Jake Speer, *Indiana State Library*

Linda Yoder, *Nappanee Public Library*

An Executive Summary of the Coalition's work is posted on webjunction. See the link below!

Indiana Public Library Coalition Update !

ILF Legislative Committee & Executive Board Endorses Coalition Recommendations For 2009 Legislative Strategy

The Public Library Coalition's work has been endorsed by the Indiana Library Federation as a key component of its 2009 Legislative Priorities.

The Coalition's recommendations - a strategic response to Kernan-Shepard recommendations for massive library consolidations and an urgent call for local community action in the light of dramatic property tax reforms - will now be incorporated into legislation under the leadership of ILF Legislative Advocates, John Barnett and Carolyn Elliott of Bose Public Affairs Group.

Barnett is working with Senator Beverly Gard, a respected Republican leader and trustee for the Hancock County Public Library, to craft legislation that would authorize the establishment of a **County Level Public Library Service Planning Process**. That process, an exciting alternative to Kernan-Shepard "one-size-fits-all" over-simplification, is designed to help each county develop its own multi-year plan for

- managing newly limited resources,
- improving the cost-effective delivery of library services *for all citizens*; and
- ensuring that local libraries are meeting 21st century service standards.

"This is an exciting opportunity for Indiana's public libraries to embrace challenges that can lead to significant expansion of services statewide."

Sally Stenger
Coalition Co-Chair
Lawrenceburg Public Library

Coalition leaders Jos Holman and Sally Stegner, joined by the outgoing and incoming presidents of the *Indiana Public Library Association*, Linda Yoder and Dianne Osborne, and their *Indiana Library Trustee Association* counterparts, Jane Herndon and Mary Benson, have also initiated informal discussions with *MySmartGov* leaders to ensure their understanding of local county planning processes, how they are expected to strengthen library services statewide, and why they present a strong alternative to cookie-cutter consolidations.

In early January, the Public Library Association as well as the Trustee Association are expected to take strong statewide leadership roles within the library community and encourage a strong, united push to support library-sponsored legislation.

ALL COALITION DOCUMENTS ARE POSTED AT
<http://in.webjunction.org/662/articles/content/4068872>

Note. The Coalition will hold its last work session during the first week of January – after which a final report will be posted on the webjunction site. That report will integrate and synthesize data from a variety of documents now individually posted on webjunction.

Patty Stringfellow

From: Indiana Public Library Coalition [Indiana_Public_Library_Coalition@library.IN.gov]
Sent: Friday, December 19, 2008 3:49 PM
To: inpublib@lists.in.gov
Cc: ceceliaw@woodenassoc.com; libbya@mindspring.com
Subject: Release: Indiana Public Library Coalition Work Cited by Governor Daniels

PRESS RELEASE

CONTACT INFORMATION:

Diane Osborne, President, Indiana Public Library Association

Member, Public Library Coalition

President/CEO, Hancock County Public Library, Greenfield, IN

dosborne@hcplibrary.org

317-467-6663

Indiana Public Library Coalition Work Cited by Governor Daniels' as Part of his Legislative Agenda

-

INDIANAPOLIS (December 19, 2008): Governor Mitch Daniels released his legislative agenda for implementing the recommendations of the Kernan-Shepard report to streamline local government. The work initiated by the Public Library Coalition was cited in his comments about quality library systems and providing permanent library service for all citizens.

The Public Library Coalition has invested significant time this fall talking to library directors, trustees and patrons. Their work has created an understanding of the resistance to cookie-cutter consolidation and how public libraries can responsibly address revenue losses as a result of property tax reform and the current national economy. Their work continues in partnership with the Indiana Public Library Association (IPLA) with the support of the Indiana Library Trustee Association (ILTA).

These public library entities and Governor Daniels agree on issues of local community orientation, citizen boards, and a thoughtful county-wide planning process to address universal service and meeting statewide public library standards. All are aligned to reflect that accountability for high quality, cost-effective library services begins with the local community.

Under the Public Library Coalition recommendations, the county-wide planning process provides that local communities come together to make decisions about the design of their county's library service systems. Any outcomes must reflect accountability and the delivery of high quality, cost-effective library services for all Indiana citizens.

Diane Osborne, IPLA President and a member of the Public Library Coalition responded, "We look forward to reviewing and understanding the full details of the governor's proposals for libraries, and how they both align and differ with the Public Library Coalition's positions."

The Public Library Coalition and its partners will continue to work with the administration and legislature to provide quality library service to all of Indiana's citizens.

About the Public Library Coalition:

The Public Library Coalition was organized to focus on financial and governance issues facing public libraries across Indiana. The Coalition is comprised of librarians representing public libraries statewide and the Indiana State Library, who are working with Wooden and Associates, a Louisville-based consulting team experienced in library matters, to assess the impact of the Kernan-Shepard recommendations to streamline local government.

#

B29

LAW OFFICES
DUMAS, WEIST & MAHNESMITH
AN ASSOCIATION INCLUDING A PROFESSIONAL CORPORATION

MEMBERS OF THE FIRM
RENSSELAER OFFICE:
EDWARD P. DUMAS
KENT E. MAHNESMITH

FOWLER OFFICE:
WILLIAM B. WEIST
JOHN C. WRIGHT
WEIST BUILDING
P.O. BOX 101
FOWLER, IN 47944
(765) 884-1840
FAX (765) 884-8450

119 WEST HARRISON STREET
RENSSELAER, INDIANA
47978

THOMAS B. DUMAS
(1918-1998)
WILLIAM J. MORIARTY, JR.
(1939-1993)

(219) 866-4158
FAX (219) 866-2274
edd@nwis.com
kentm@nwis.com

August 22, 2007

Patti Stringfellow, Administrator
Jasper County Public Library
208 W. Susan Street
Rensselaer, IN 47978

Re: Conflicts of Interest

Dear Patti:

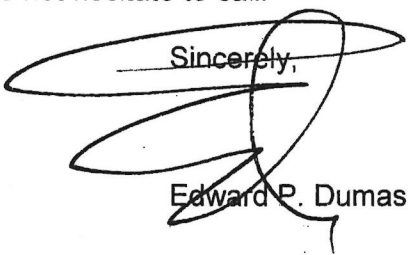
I am enclosing for your file a copy of Indiana Code 35-44-1-3.

This statute provides that a public servant who knowingly or intentionally has a pecuniary interest in, or who derives a profit from, a contract or purchase with an action by the governmental entity served by the public service commits a crime. However, no crime is committed so long as the public servant makes disclosure under Sections (d)(1) through (d)(6). In order to file disclosures, you can see the required information in subparagraph (d). You will also note that the disclosure statement must be filed with the State Board of Accounts and the Clerk of the Circuit Court in the County where the governmental entity takes action on the contract or purchase.

Therefore, with respect to any disclosures required by your Board members, please note the filing requirements.

If you have further questions, please do not hesitate to call.

Sincerely,



Edward P. Dumas

EPD:bm
Enclosure

December 31, 2008

	<u>Beginning 2008 Balance</u>	<u>Current Month Disbursements</u>	<u>Y-T-D Disbursements</u>	<u>Current Month Receipts</u>	<u>Y-T-D Receipts</u>	<u>Ending Balance</u>
Operating Fund	\$634,059.71	\$173,869.54	\$1,760,924.90	\$606,593.64	\$1,713,361.77	\$586,496.58
Includes Investments of:						
Public Library Access Card Fund	\$90.00	\$0.00	\$150.00	\$0.00	\$120.00	\$60.00
Gift Fund	\$7,476.70	\$1,462.82	\$10,472.88	\$223.00	\$8,906.79	\$5,910.61
DeMotte	\$2,752.56	\$261.45	\$2,035.38	\$170.00	\$1,117.40	\$1,834.58
Rensselaer	\$3,147.64	\$881.32	\$6,897.01	\$3.00	\$6,118.83	\$2,369.46
Wheatfield	\$1,576.50	\$320.05	\$1,540.49	\$50.00	\$1,670.56	\$1,706.57
Library Improvement Reserve Fund	\$180,040.62	\$0.00	\$0.00	\$30,315.43	\$36,301.64	\$216,342.26
Includes Investments of:						
Bond & Interest Redemption Fund	\$264,072.50	\$0.00	\$490,554.60	\$189,261.24	\$335,953.58	\$109,471.48
Includes Investments of: \$0.00						
Rainy Day Fund	\$127,794.00	\$29,926.36	\$69,040.70	\$0.00	\$109,997.82	\$168,751.12
Includes Investments of: \$0.00						
State Technology Fund G	\$7,711.97	\$880.00	\$11,540.00	\$10,560.00	\$10,560.00	\$6,731.97
Capital Projects Fund	\$295,416.57	\$33,733.57	\$46,993.19	\$146,471.31	\$274,795.76	\$523,219.14
Includes Investments of: \$0.00						
Host/Hospitality Fund	\$0.00	\$0.00	\$563.50	\$0.00	\$563.50	\$0.00
Levy Excess Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Sales Tax	\$0.00	\$0.00	\$0.00	\$0.18	\$5.32	\$5.32
Construction Fund	\$24,523.21	\$2,142.25	\$15,251.16	\$242.64	\$176,881.71	\$186,153.76
Includes Investments of \$0.00						
Petty Cash Funds	\$120.00	\$0.00	\$0.00	\$0.00	\$0.00	\$120.00
Cash Change Fund	\$90.00	\$0.00	\$0.00	\$0.00	\$0.00	\$90.00
Payroll Withholding Accts.						
FIT Tax Collected	\$0.00	\$6,040.50	\$70,864.51	\$6,040.50	\$70,864.51	\$0.00
FICA Tax Collected	\$0.00	\$5,941.73	\$70,285.07	\$5,941.73	\$70,285.07	\$0.00
State Tax Collected	\$2,435.82	\$2,826.22	\$32,454.86	\$2,770.46	\$32,789.50	\$2,770.46
County Tax Collected	\$1,809.13	\$2,031.34	\$23,782.48	\$1,982.21	\$23,955.61	\$1,982.26
Deferred Comp.	\$0.00	\$2,570.00	\$29,415.00	\$2,570.00	\$29,415.00	\$0.00
#125 Pre-tax Plan	\$0.00	\$2,316.91	\$26,324.33	\$2,316.91	\$26,324.33	\$0.00
Employee Life Insur.	\$1.00	\$135.80	\$1,641.60	\$135.80	\$1,640.60	\$0.00
Employee P.E.R.F.	\$5,882.32	\$0.00	\$24,702.58	\$2,150.13	\$25,352.91	\$6,532.65
Garnishments	\$0.00	\$0.00	\$315.12	\$0.00	\$315.12	\$0.00
Credit Union	\$0.00	\$2,291.81	\$31,824.49	\$2,291.81	\$31,824.49	\$0.00
EIC	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL ALL FUNDS.....	\$1,551,523.55	\$266,168.85	\$2,717,100.97	\$1,009,866.99	\$2,980,215.03	\$1,814,637.61

Bank Balances
Jasper County Public Library
Report as of: 12/31/2008

	<i>Bank</i>	
1	Alliance Bank	\$1,408,987.97
2	Demotte State Bank	\$2,943.62
3	Alliance Bank-LIRF Acct	\$216,342.26
5	Cash On Hand	\$210.00
6	Alliance Bank-Construction Ckg.	\$186,153.76
7	Rens. Banking Ctr CD#400040231	\$0.00
8	Rens. Banking Ctr CD#400040232	\$0.00
9	Rens. Banking Ctr CD#400040233	\$0.00
10	Rens. Banking Ctr CD#400040234	\$0.00
11	Rens. Banking Ctr CD#400040235	\$0.00
<i>Total all banks =</i>		<i>\$1,814,637.61</i>

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

2008 INVESTMENT REGISTER

F2.1

OPEN INVESTMENTS:

<u>Renewal Date</u>	<u>CD #</u>	<u>Issued By</u>	<u>Terms</u>	<u>Principal</u>	<u>%-Interest</u>	<u>Account</u>	<u>Purchase Date</u>	<u>Interest Earned</u>	<u>Comments</u>
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CLOSED INVESTMENTS:

3/15/2008	400040234	Rens. Banking Center	60 day	\$200,000	4.501%	Operating	1/15/2008	\$1,479.78	
5/15/2008	400040235	Rens. Banking Center	4-mo	\$125,000	4.501%	Rainy Day	1/15/2008	\$1,865.14	
6/15/2008	400040232	Rens. Banking Center	5-mo	\$250,000	4.501%	CPF	1/15/2008	\$4,685.97	
6/15/2008	400040233	Rens. Banking Center	5-mo	\$100,000	4.501%	BIRF/Constr	1/15/2008	\$1,874.39	
7/15/2008	400040231	Rens. Banking Center	6-mo	\$150,000	5.010%	LIRF	1/15/2008	<u>\$3,747.21</u>	

TOTAL INTEREST EARNED:								\$13,652.49	
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Appropriation Report for 100 OPERATING FUND

Jasper County Public Library

Report Date: From 12/1/2008 To 12/31/2008

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent
<i>1. Personal Services</i>							
1.1 SALARIES & WAGES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0
1.11 SALARY OF LIBRARIAN	\$51,686.00	\$0.00	\$51,686.00	\$4,381.86	\$51,550.17	\$135.83	99.7
1.12 SALARY OF ASSISTANTS	\$857,124.00	\$0.00	\$857,124.00	\$71,151.45	\$842,976.55	\$14,147.45	98.3
1.13 WAGES OF JANITORS	\$57,644.00	\$0.00	\$57,644.00	\$4,452.88	\$50,556.56	\$7,087.44	87.7
1.21 EMPLOYER'S SHARE-FICA	\$70,688.00	\$0.00	\$70,688.00	\$5,941.73	\$70,285.07	\$402.93	99.4
1.22 UNEMPLOYMENT COMPENSATION	\$5,585.00	\$0.00	\$5,585.00	\$0.00	\$3,947.62	\$1,637.38	70.7
1.23 EMPLOYER'S CONTRIB.- PERF	\$63,748.00	\$0.00	\$63,748.00	\$0.00	\$61,623.71	\$2,124.29	96.7
1.24 EMPLOYER'S CONTRIB.- INS.	\$89,736.00	\$0.00	\$89,736.00	\$6,529.95	\$68,057.12	\$21,678.88	75.8
1.31 OTHER PERSONAL SERVICES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0
Subtotal	\$1,196,211.00		\$1,196,211.00	\$92,457.87	\$1,148,996.80	\$47,214.20	96.1
<i>2. Supplies</i>							
2.11 OFFICIAL RECORDS	\$950.00	(\$167.11)	\$782.89	\$0.00	\$782.89	\$0.00	100.0
2.12 STATIONERY AND PRINTING	\$550.00	(\$550.00)	\$0.00	\$0.00	\$0.00	\$0.00	0.0
2.13 OTHER OFFICE SUPPLIES	\$10,000.00	\$936.90	\$10,936.90	\$678.71	\$10,936.90	\$0.00	100.0
2.21 CLEANING & SANITATION SUPPLIES	\$4,750.00	\$1,242.88	\$5,992.88	\$268.18	\$5,992.88	\$0.00	100.0
2.23 OTHER OPERATING SUPPLIES	\$5,300.00	(\$267.69)	\$5,032.31	\$946.57	\$5,032.31	\$0.00	100.0
2.31 BUILDING MATERIALS & SUPPLIES	\$750.00	\$382.65	\$1,132.65	\$8.24	\$1,132.65	\$0.00	100.0
2.32 PAINT AND PAINTING SUPPLIES	\$200.00	(\$163.90)	\$36.10	\$0.00	\$36.10	\$0.00	100.0

<i>Account # Description</i>	<i>Annual Appropriation</i>	<i>Change to Appropriation</i>	<i>Current Appropriation</i>	<i>Disbursements This Month</i>	<i>Disbursements YTD</i>	<i>Balance</i>	<i>Percent</i>
2.33 REPAIR PARTS	\$300.00	\$153.44	\$453.44	\$30.00	\$453.44	\$0.00	100.0
2.41 LIBRARY SUPPLIES	\$12,950.00	(\$794.35)	\$12,155.65	\$2,199.23	\$12,155.65	\$0.00	100.0
2.42 MARKETING SUPPLIES	\$150.00	(\$58.75)	\$91.25	\$0.00	\$91.25	\$0.00	100.0
Subtotal	\$35,900.00	\$714.07	\$36,614.07	\$4,130.93	\$36,614.07	\$0.00	100.0
<i>3. Other Services and Charges</i>							
3.13 LEGAL SERVICES	\$2,500.00	\$7,718.74	\$10,218.74	\$0.00	\$10,218.74	\$0.00	100.0
3.14 OTHER PROFESSIONAL SERVICES	\$6,891.00	\$2,034.00	\$8,925.00	\$350.00	\$6,371.50	\$2,553.50	71.4
3.21 TELEPHONE	\$2,300.00	\$2,011.71	\$4,311.71	\$296.63	\$4,311.71	\$0.00	100.0
3.22 POSTAGE	\$4,000.00	(\$425.47)	\$3,574.53	\$9.30	\$3,573.36	\$1.17	100.0
3.23 MILEAGE	\$18,400.00	\$3,186.45	\$21,586.45	\$3,392.25	\$21,586.45	\$0.00	100.0
3.24 PROFESSIONAL MEETINGS	\$10,022.00	\$0.00	\$10,022.00	\$174.99	\$5,712.31	\$4,309.69	57.0
3.25 FREIGHT	\$2,000.00	\$0.00	\$2,000.00	\$84.72	\$935.66	\$1,064.34	46.8
3.26 NETWORKING	\$30,600.00	(\$22,577.44)	\$8,022.56	\$0.00	\$2,730.00	\$5,292.56	34.0
3.31 ADVERTISING & PUBLIC NOTICES	\$900.00	\$0.00	\$900.00	\$201.10	\$844.49	\$55.51	93.8
3.33 MARKETING ADVERTISING	\$800.00	\$0.00	\$800.00	\$0.00	\$710.76	\$89.24	88.8
3.41 OFFICIAL BONDS	\$255.00	\$0.00	\$255.00	\$0.00	\$205.00	\$50.00	80.4
3.42 OTHER INSURANCE	\$25,529.00	\$0.00	\$25,529.00	\$0.00	\$22,834.00	\$2,695.00	89.4
3.51 GAS	\$45,000.00	\$0.00	\$45,000.00	\$3,891.77	\$30,709.71	\$14,290.29	68.2
3.52 ELECTRICITY	\$62,000.00	\$2,535.04	\$64,535.04	\$5,042.24	\$64,535.04	\$0.00	100.0
3.53 WATER	\$1,020.00	\$80.35	\$1,100.35	\$104.75	\$1,100.35	\$0.00	100.0
3.54 WASTE DISPOSAL SERVICES	\$4,060.00	\$351.93	\$4,411.93	\$318.13	\$4,411.93	\$0.00	100.0
3.61 BUILDING & STRUCTURES	\$51,777.00	\$0.00	\$51,777.00	\$2,568.95	\$44,517.81	\$7,259.19	86.0
3.62 EQUIPMENT REPAIRS	\$700.00	(\$170.00)	\$530.00	\$27.00	\$506.33	\$23.67	95.5

<i>Account # Description</i>	<i>Annual Appropriation</i>	<i>Change to Appropriation</i>	<i>Current Appropriation</i>	<i>Disbursements This Month</i>	<i>Disbursements YTD</i>	<i>Balance</i>	<i>Percent</i>
3.72 EQUIPMENT RENTALS	\$240.00	\$0.00	\$240.00	\$9.95	\$229.45	\$10.55	95.6
3.91 DUES	\$2,312.00	\$0.00	\$2,312.00	\$22.00	\$2,125.99	\$186.01	92.0
3.93 TAXES & ASSESSMENTS	\$325.00	\$185.94	\$510.94	\$0.00	\$500.29	\$10.65	97.9
3.94 TRANSFER TO LIRF	\$30,000.00	\$0.00	\$30,000.00	\$30,000.00	\$30,000.00	\$0.00	100.0
3.95 BOOK REIMBURSEMENT	\$100.00	\$355.90	\$455.90	\$28.88	\$424.78	\$31.12	93.2
3.96 PETTY CASH	\$120.00	\$0.00	\$120.00	\$0.00	\$0.00	\$120.00	0.0
3.98 MAINTENANCE/SERVICE CONTRACTS	\$66,195.00	\$6,693.22	\$72,888.22	\$1,657.46	\$72,888.22	\$0.00	100.0
Subtotal	\$368,046.00	\$1,980.37	\$370,026.37	\$48,180.12	\$331,983.88	\$38,042.49	89.7
4. Capital Outlays							
4.4 FURNITURE & EQUIPMENT	\$10,346.00	\$4,940.52	\$15,286.52	\$623.02	\$15,286.52	\$0.00	100.0
4.51 Books	\$144,000.00	\$11,470.37	\$155,470.37	\$18,186.36	\$140,554.28	\$14,916.09	90.4
4.52 PERIODICALS & NEWSPAPERS	\$20,180.00	\$0.00	\$20,180.00	\$1,218.67	\$19,176.29	\$1,003.71	95.0
4.53 NONPRINTED MATERIALS	\$72,800.00	\$3,588.04	\$76,388.04	\$9,072.57	\$68,313.06	\$8,074.98	89.4
Subtotal	\$247,326.00	\$19,998.93	\$267,324.93	\$29,100.62	\$243,330.15	\$23,994.78	91.0
Grand Total	\$1,847,483.00	\$22,693.37	\$1,870,176.37	\$173,869.54	\$1,760,924.90	\$109,251.47	94.2

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

Appropriation Report for 120 RENS/DEM & WHTFLD BIRF

Jasper County Public Library

Report Date: From 12/1/2008 To 12/31/2008

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent
<i>3. Other Services and Charges</i>							
3.14 OTHER PROFESSIONAL SERVICES	\$630.00	\$0.00	\$630.00	\$0.00	\$630.00	\$0.00	100.0
3.81 PAYMENT OF BONDS	\$210,000.00	\$0.00	\$210,000.00	\$0.00	\$210,000.00	\$0.00	100.0
3.82 INTEREST-BONDS	\$105,118.00	\$0.00	\$105,118.00	\$0.00	\$105,117.50	\$0.50	100.0
Subtotal	\$315,748.00		\$315,748.00	\$0.00	\$315,747.50	\$0.50	100.0
Grand Total	\$315,748.00	\$0.00	\$315,748.00	\$0.00	\$315,747.50	\$0.50	100.0

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

Appropriation Report for 130 LIRF FUND

Jasper County Public Library

Report Date: From 12/1/2008 To 12/31/2008

<i>Account # Description</i>	<i>Annual Appropriation</i>	<i>Change to Appropriation</i>	<i>Current Appropriation</i>	<i>Disbursements This Month</i>	<i>Disbursements YTD</i>	<i>Balance</i>	<i>Percent</i>
<i>3. Other Services and Charges</i>							
3.61 BUILDING & STRUCTURES	\$50,000.00	\$30,000.00	\$80,000.00	\$0.00	\$0.00	\$80,000.00	0.0
Subtotal	<i>\$50,000.00</i>	<i>\$30,000.00</i>	<i>\$80,000.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$80,000.00</i>	<i>0.0</i>
Grand Total	\$50,000.00	\$30,000.00	\$80,000.00	\$0.00	\$0.00	\$80,000.00	0.0

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

Appropriation Report for 151 RAINY DAY FUND

Jasper County Public Library

Report Date: From 12/11/2008 To 12/31/2008

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent
<i>3. Other Services and Charges</i>							
3.14 OTHER PROFESSIONAL SERVICES	\$0.00	\$14,757.64	\$14,757.64	\$1,408.90	\$14,757.64	\$0.00	100.0
3.61 BUILDING & STRUCTURES	\$40,000.00	\$110,242.36	\$150,242.36	\$0.00	\$27,250.00	\$122,992.36	18.1
3.93 TAXES & ASSESSMENTS	\$0.00	\$18,441.06	\$18,441.06	\$0.00	\$18,441.06	\$0.00	100.0
Subtotal	\$40,000.00	\$143,441.06	\$183,441.06	\$1,408.90	\$60,448.70	\$122,992.36	33.0
<i>4. Capital Outlays</i>							
4.4 FURNITURE & EQUIPMENT	\$10,000.00	\$0.00	\$10,000.00	\$0.00	\$0.00	\$10,000.00	0.0
Subtotal	\$10,000.00		\$10,000.00	\$0.00	\$0.00	\$10,000.00	0.0
Grand Total	\$50,000.00	\$143,441.06	\$193,441.06	\$1,408.90	\$60,448.70	\$132,992.36	31.2

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

Appropriation Report for 160 CAPITAL PROJECTS FUND

Jasper County Public Library

Report Date: From 12/1/2008 To 12/31/2008

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent
3. Other Services and Charges							
3.14 OTHER PROFESSIONAL SERVICES	\$3,035.00	(\$3,028.19)	\$6.81	\$0.00	\$0.00	\$6.81	0.0
3.26 NETWORKING	\$900.00	\$465.00	\$1,365.00	\$435.00	\$1,365.00	\$0.00	100.0
3.98 MAINTENANCE/SERVICE CONTRACTS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0
Subtotal	\$3,935.00	(\$2,563.19)	\$1,371.81	\$435.00	\$1,365.00	\$6.81	99.5
4. Capital Outlays							
4.4 FURNITURE & EQUIPMENT	\$38,174.00	\$2,366.46	\$40,540.46	\$30,633.79	\$40,540.46	\$0.00	100.0
4.53 NONPRINTED MATERIALS	\$4,891.00	\$196.73	\$5,087.73	\$2,664.78	\$5,087.73	\$0.00	100.0
Subtotal	\$43,065.00	\$2,563.19	\$45,628.19	\$33,298.57	\$45,628.19	\$0.00	100.0
Grand Total	\$47,000.00	\$0.00	\$47,000.00	\$33,733.57	\$46,993.19	\$6.81	100.0

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

Changes to Appropriations

<i>Date</i>	<i>Fund</i>	<i>Account</i>	<i>Amount</i>	<i>Reason</i>
12/30/2008	100 OPERATING FUND	2.11 OFFICIAL RECORDS	(\$167.11)	Transfer per Board Mtg Approval
12/30/2008	100 OPERATING FUND	2.12 STATIONERY AND PRINTING	(\$550.00)	Transfer per Board Mtg Approval
12/30/2008	100 OPERATING FUND	2.13 OTHER OFFICE SUPPLIES	\$936.90	Transfer per Board Mtg Approval
12/30/2008	100 OPERATING FUND	2.21 CLEANING & SANITATION SUPPLIES	\$1,242.88	Transfer per Board Mtg Approval
1/14/2008	100 OPERATING FUND	2.23 OTHER OPERATING SUPPLIES	\$8.00	Rebate-Lowe's, A/P #24 (Capital One)
12/30/2008	100 OPERATING FUND	2.23 OTHER OPERATING SUPPLIES	(\$275.69)	Transfer per Board Mtg Approval
12/30/2008	100 OPERATING FUND	2.31 BUILDING MATERIALS & SUPPLIES	\$382.65	Transfer per Board Mtg Approval
12/30/2008	100 OPERATING FUND	2.32 PAINT AND PAINTING SUPPLIES	(\$163.90)	Transfer per Board Mtg Approval
12/30/2008	100 OPERATING FUND	2.33 REPAIR PARTS	\$153.44	Transfer per Board Mtg Approval
1/2/2008	100 OPERATING FUND	2.41 LIBRARY SUPPLIES	\$110.60	Encumbered per Board Mtg Resolution 12/27/07
12/30/2008	100 OPERATING FUND	2.41 LIBRARY SUPPLIES	(\$904.95)	Transfer per Board Mtg Approval
12/30/2008	100 OPERATING FUND	2.42 MARKETING SUPPLIES	(\$58.75)	Transfer per Board Mtg Approval
12/30/2008	100 OPERATING FUND	3.13 LEGAL SERVICES	\$7,718.74	Transfer per Board Mtg Approval
6/6/2008	100 OPERATING FUND	3.14 OTHER PROFESSIONAL SERVICES	\$2,034.00	Reimbursement LSTA Self Check Grant A/P #165 A/R #295 Receipt #176
12/30/2008	100 OPERATING FUND	3.21 TELEPHONE	\$2,011.71	Transfer per Board Mtg Approval
12/30/2008	100 OPERATING FUND	3.22 POSTAGE	(\$425.47)	Transfer per Board Mtg Approval
12/30/2008	100 OPERATING FUND	3.23 MILEAGE	\$3,186.45	Transfer per Board Mtg Approval
12/30/2008	100 OPERATING FUND	3.26 NETWORKING	(\$22,577.44)	Transfer per Board Mtg Approval
12/30/2008	100 OPERATING FUND	3.52 ELECTRICITY	\$2,535.04	Transfer per Board Mtg Approval
12/30/2008	100 OPERATING FUND	3.53 WATER	\$80.35	Transfer per Board Mtg Approval
12/30/2008	100 OPERATING FUND	3.54 WASTE DISPOSAL SERVICES	\$351.93	Transfer per Board Mtg Approval
12/30/2008	100 OPERATING FUND	3.62 EQUIPMENT REPAIRS	(\$170.00)	Transfer per Board Mtg Approval
4/14/2008	100 OPERATING FUND	3.93 TAXES & ASSESSMENTS	\$185.94	A/P #349 Reimbursement of state/county tax. See A/R #183
2/7/2008	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$8.99	Refund/Reimbursement Cassie Garcia A/P #99
4/14/2008	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$14.95	A/P314-Peterson refund-(see 2/29/08 receipt)
4/14/2008	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$24.57	A/P268-Holobrowski, refund (see 2/8 & 2/27/08 receipts)
5/7/2008	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$79.95	Refund/Reimbursement A/P #394- Minter
6/6/2008	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$20.00	Refund/Reimbursement Gena Maze A/P #478
6/6/2008	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$25.95	Refund/Reimbursement Margaret Agnew A/P #492 Receipt #248
7/24/2008	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$18.00	Refund/Reimbursement Laura Odle A/P #649
7/24/2008	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$24.99	Refund/Reimbursement Paula Mestrovich A/P #617 DVD Returned
8/11/2008	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$15.99	Refund/Reimbursement Willis Cox A/P #722 Lost Book

<i>Date</i>	<i>Fund</i>	<i>Account</i>	<i>Amount</i>	<i>Reason</i>
9/8/2008	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$15.00	Refund/Reimbursement Mike Feagans A/P #808 Book Returned
9/8/2008	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$12.95	Refund/Reimbursement Michael Schwanke A/P #805 Book Returned
9/8/2008	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$10.00	Refund/Reimbursement Elizabeth Hernandez A/P #779 CD returned
9/8/2008	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$11.99	Refund/Reimbursement Catherine Klaus A/P# 774 Book Returned
9/8/2008	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$5.95	Refund/Reimbursement Bridget Tuohy-Helms AP#771 Lost Book
10/13/2008	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$7.94	Refund/Reimbursement Julie Myers A/P#902 2 Returned Books
11/10/2008	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$16.95	Refund/Bk Returned-Cheryl Hillian A/P #978
11/10/2008	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$12.85	Refund/Bk Reimbursement-Cathy Lane A/P#975
12/8/2008	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$15.00	Refund/Bk found. A/P #1093 J. Loslo
12/8/2008	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$13.88	Refund/Reimbursement-Lost Bk Found, K.Markwalder. A/P #1096
12/30/2008	100 OPERATING FUND	3.98 MAINTENANCE/SERVIC E CONTRACTS	\$6,693.22	Transfer per Board Mtg Approval
1/2/2008	100 OPERATING FUND	4.4 FURNITURE & EQUIPMENT	\$1,240.00	Encumbered per Board Mtg Resolution 12/27/07
12/30/2008	100 OPERATING FUND	4.4 FURNITURE & EQUIPMENT	\$3,700.52	Transfer per Board Mtg Approval
1/2/2008	100 OPERATING FUND	4.51 Books	\$11,423.42	Encumbered per Board Mtg Resolution 12/27/07
3/10/2008	100 OPERATING FUND	4.51 Books	\$26.95	Refund/Reimbursement USPS A/P #208
11/17/2008	100 OPERATING FUND	4.51 Books	\$20.00	Refund/Reimbursement-Mishawaka-Penn Harris P.L. ILL bk found, A/P #400
1/2/2008	100 OPERATING FUND	4.53 NONPRINTED MATERIALS	\$3,588.04	Encumbered per Board Mtg Resolution 12/27/07
10/20/2008	130 LIRF FUND	3.61 BUILDING & STRUCTURES	\$30,000.00	Additional Appropriation approved by DLGF, 10/20/08
12/30/2008	151 RAINY DAY FUND	3.14 OTHER PROFESSIONAL SERVICES	\$14,757.64	Transfer per Board Mtg Approval,12/30/08
10/20/2008	151 RAINY DAY FUND	3.61 BUILDING & STRUCTURES	\$125,000.00	Additional Appropriation Approved by DLGF 10/20/08
12/30/2008	151 RAINY DAY FUND	3.61 BUILDING & STRUCTURES	(\$14,757.64)	Transfer per Board Mtg Approval, 12/30/08
5/12/2008	151 RAINY DAY FUND	3.93 TAXES & ASSESSMENTS	\$18,441.06	Refund - A/P #177 Treas of JC, A/R #66
12/30/2008	160 CAPITAL PROJECTS FUND	3.14 OTHER PROFESSIONAL SERVICES	(\$3,028.19)	Transfer per Board Mtg Approval, 12/30/08
12/30/2008	160 CAPITAL PROJECTS FUND	3.26 NETWORKING	\$465.00	Transfer per Board Mtg Approval, 12/30/08
12/30/2008	160 CAPITAL PROJECTS FUND	4.4 FURNITURE & EQUIPMENT	\$2,366.46	Transfer per Board Mtg Approval, 12/30/08
12/30/2008	160 CAPITAL PROJECTS FUND	4.53 NONPRINTED MATERIALS	\$196.73	Transfer per Board Mtg Approval, 12/30/08

<i>Date</i>	<i>Fund</i>	<i>Account</i>	<i>Amount</i>	<i>Reason</i>
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Net Changes by Fund

<i>Fund Number</i>	<i>Net Change</i>
100	\$22,693.37
130	\$30,000.00
151	\$143,441.06
160	\$0.00

Voucher List**Jasper County Public Library****Report Date: From 12/1/2008 To 12/31/2008**

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
27796	1058	ACE HARDWARE	12/8/2008	Baracade Tape, Keys, Rodent Killer, Shelf repairs, CD Cabinet Mat'ls	\$75.82
27797	1059	ALLIED WASTE SERVICES #71	12/8/2008	Trash Service @Wh. Lib, December 2008	\$52.28
27798	1060	AMERICAN LIB. ASSN.	12/8/2008	Books-Readers Advisory's	\$146.20
27799	1061	ANGELA BARTON	12/8/2008	Staff Christmas Party expenses - Gift Fund; Mileage: Mgmt Mtg.	\$86.08
27800	1062	BAKER & TAYLOR	12/8/2008	Books, Continuations, Gift books, A-V	\$9,272.40
27801	1063	BAKER & TAYLOR ENTERTAIN	12/8/2008	DVD's	\$399.02
27802	1064	BRACKEMYRE PUBLISHING	12/8/2008	2009 IN Media Directory	\$85.00
27803	1065	BRENT HOFFMAN	12/8/2008	Lawn Mowing-October & Yard Cleanup-Nov.	\$200.00
27804	1066	BRIAN ORBAN	12/8/2008	4/20-11/16/08 Wheatfield Yard, Landscape, Sprinkler Maintenance	\$2,035.00
27805	1067	BLOOMFIELD CORPORATION	12/8/2008	Boiler Replacement Contract less retainage	\$25,887.50
27806	1068	BLOOMFIELD CORPORATION	12/8/2008	Boiler Contract Retainage	\$1,362.50
27807	1069	CENTRAL STATES SALES CO	12/8/2008	Outdoor bulbs, sm. Ceiling spot bulbs	\$165.50
27808	1070	CENTURION TECHNOLOGIES,	12/8/2008	Cornerstone Legacy Mtnc Fee, 11/26/08-09.	\$30.80
27809	1071	CIRCLE R ELECTRIC, INC.	12/8/2008	Reset time clock for parking lot lights @ Wh. Lib.	\$78.00
27810	1072	CULLIGAN OF KOUTS	12/8/2008	Bottled Water & Rental (Dec) - Whfld Lib	\$44.45
27811	1073	DAN LeMONNIER	12/8/2008	Professional Services - Get Creative/Express Yourself Presentation @ DeM. Lib, 6/4/2009	\$350.00
27812	1074	DELL MARKETING L.P.	12/8/2008	22-Dell Optiplex Desktop Computers/Monitors	\$24,813.14
27813	1075	CAPITAL ONE BANK (USA), NA	12/8/2008	DVD's, Bookkeeping-ILF Mtg-Book2Bridge Region expenses, parking, Office Pro 2007 licenses, Pulse Smarpens, ESPN Desportes mag. Subsc, Restroom partition latch-Wh.; crafts	\$1,091.97
27814	1076	ELLISON EDUCATIONAL EQUI	12/8/2008	30-slot Die Storage Rack, Numbering set dies	\$204.05
27815	1077	EDUCATION NETWORKS OF A	12/8/2008	Internet Connections & Traffic Prioritization	\$930.00
27816	1078	EVELYN BRISTOL	12/8/2008	Cash Prize for Teen Read Week Program-DeM. Lib.	\$25.00
27817	1079	FLEX-PAC INC	12/8/2008	Cleaning supplies, trash liners	\$203.98
27818	1080	GAIL JUNG	12/8/2008	DVD/VCR recorders, EZ Furniture slides, cards, In-town & Bookkeeping, AVC, Board Mtg Mileage	\$752.22
27819	1081	GAIL JUNG	12/8/2008	DeMotte Petty Cash- Postage; ILF Conf. expenses-M. Beedle	\$12.97
27820	1082	GAIL JUNG	12/8/2008	Wheatfield Petty Cash: Ch. Prog expenses, scissors, postage	\$9.17
27821	1083	GALE	12/8/2008	Books	\$86.24
27822	1084	H.L. MOHLER & ASSOCIATES	12/8/2008	Architectural Services - Boiler Bid Documents Prep; Re-roofing specs, blueprints, etc.	\$1,267.46
27823	1085	HERITAGE OFFICE PRODUCT	12/8/2008	Namebadges, Whfld. Copier Contracts (10/08/08-09)	\$797.74
27824	1086	HIGHSMITH CO. INC.	12/8/2008	2-sided Laminate Film Rolls-Rens	\$124.86
27825	1087	INFORMATION TODAY, INC.	12/8/2008	Literary Market Place	\$318.55
27826	1088	INSPIRATIONAL DISTRIBUTOR	12/8/2008	Christian serial books	\$57.84
27827	1089	INTELLIGENT CLEANING SYST	12/8/2008	Janitorial Products (AirX 17)	\$64.20
1042	1090	JASPER COUNTY PUBLIC LIBR	12/8/2008	Bank transfer from DeM. State Bank to Alliance Bank	\$15,500.00
27828	1091	JENNIFER L. DOUTHIT	12/8/2008	Mileage-ILF Conference	\$81.32
27829	1092	JILL TACHTIRIS	12/8/2008	ILF Conference Parking & Mileage	\$160.08
27830	1093	JILLIAN LOSLO	12/8/2008	Returned Lost Book-Two for the Dough	\$15.00
27831	1094	JOSEPH ZELLON	12/8/2008	Oct. & Nov. Mileage: Courier & Maintenance repairs	\$209.44
27832	1095	KAPER'S BUILDING MATERIAL,	12/8/2008	Materials for CD Cabinet-DeM.	\$496.30
27833	1096	KATHY MARKWALDER	12/8/2008	Lost CD (Usher's - Here I Stand) Returned. Refund due	\$13.88

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
27834	1097	LINDA POORTENGA	12/8/2008	Snowflake beads, ornament hangers, christmas glitter sign; Mileage:B2Bridge, ISL Mtgs, LLN, database committee, mgmt meetings	\$259.39
27835	1098	MARY MOLENAAR	12/8/2008	ILF conference expenses	\$10.71
27836	1099	MELISSA J. WIDNER	12/8/2008	Parking & Mileage-ILF Conf.	\$136.92
27837	1100	MIDWEST TAPE	12/8/2008	DVDs	\$138.95
27838	1101	ENGAGED PATRONS.ORG	12/8/2008	Events Hosting Service, 1/1/09-12/31/09	\$195.00
27839	1102	NATIONAL GEOGRAPHIC LITT	12/8/2008 2-yr subs. Nat'l Geo Little Kids- Wheatfield Lib. 12/2008- 11/2010		\$29.95
27840	1103	NANETTE SPEACHT	12/8/2008	Wh. Crafts-plastic cups	\$16.59
27841	1104	OSBY WATER CONDITIONING	12/8/2008	Softner-Peroxide (Wh. Lib)	\$28.00
27842	1105	OFFICE DEPOT	12/8/2008	CD/DVD Holders, yellow copy paper	\$64.11
27843	1106	PATTY STRINGFELLOW	12/8/2008	Mileage: LLN, Board, Branch Visits, Pre-bid, ILF, Boiler Install, Director's Meetings	\$234.00
27844	1107	PEGGY WOODS	12/8/2008	ILF Conf expenses, Mileage: DVD's (Walmart)	\$11.99
27845	1108	POPULAR SUBSCRIPTION SE	12/8/2008	Magazine subscriptions (early expires)	\$425.02
27846	1109	PROQUEST LLC	12/8/2008	Rens Rep, May-Aug 2008	\$82.15
27847	1110	QUILL CORPORATION	12/8/2008	Business Cards, copy paper, labeler tape, markers, phone rest, card file	\$217.20
27848	1111	RAYANN GILMORE	12/8/2008	Staff Party centerpieces - Gift Fund	\$14.96
27849	1112	RELIABLE EXTERMINATORS, I	12/8/2008	Pest Control qtlly application-Rens Lib	\$152.00
27850	1113	RENEE CARR	12/8/2008	Publicity Long Distance Calls-June thru Oct 2008	\$11.38
27851	1114	ROEING CORPORATION	12/8/2008	HP Laserjet 4200 Mtnc Kit - Rens.	\$209.00
27889	1115	ROTARY CLUB of RENSSELAE	12/23/2008	Sep & Oct Dues	\$22.00
27853	1116	S & S WORLDWIDE, INC	12/8/2008	Craft supplies-Rens. Ch. Dept.	\$183.20
27854	1117	SALEM PRESS, INC.	12/8/2008	Magill's Medical Guide, 4th ed.	\$375.00
27855	1118	SANDY SCHOONMAKER	12/8/2008	Mileage: Walking Books (Oct & Nov)	\$19.13
27856	1119	SHEILA MAXWELL	12/8/2008	Mileage (7/16-11/13): Mgmt, counterparts, SDD, Branch trips w/Roeing; Counterpart Mtg expenses; Myscript Livescribe software	\$753.71
27857	1120	SUE TOBIAS	12/8/2008	Mileage: Bank, Post Office, New Employee Orientation	\$20.74
27858	1121	THE TIMES	12/8/2008	Newspaper Subsc. DeM. Lib. 12/21/08-12/20/09	\$221.00
27859	1122	THOMSON HEALTHCARE DMS	12/8/2008	Physician's Desk Ref-2009	\$194.85
27860	1123	TOWN OF DEMOTTE	12/8/2008	Sewer Service-DeM, October 2008	\$68.42
27861	1124	TOWN OF WHEATFIELD SEW	12/8/2008	Sewer Service-Wh. Lib. Dec, 2008	\$56.65
27862	1125	TRU-GREEN LIMITED PARTNE	12/8/2008	Fall Root Fertilization-DeM. Lib.	\$103.95
27863	1126	TWIN STATES/KANKAKEE VAL	12/8/2008	Re-Roofing Legals, KV Post & RR, 11/13 & 11/20/08	\$201.10
27864	1127	TYSEN'S COUNTRY GROCERY	12/8/2008	DeM Friends Luncheon expenses-Gift Fund	\$7.50
27865	1128	TYSEN'S FAMILY FOOD CENT	12/8/2008	AfterSchool Program expenses-DeM.& Wh. Ch.	\$8.44
27866	1129	UNIQUE MANAGEMENT SERVI	12/8/2008	Initial & Secondary Placements-Oct 2008	\$384.20
27867	1130	US MARKERBOARD	12/8/2008	Wireless Handheld Microphone for PAW 95	\$129.39
27868	1131	VISION SERVICE PLAN- (IN)	12/8/2008	Vision Premium, 16 employees-December 2008	\$145.34
27869	1132	WORLD BOOK INC.	12/8/2008	Speciality Encyclopedias-Disasters, Science Nature, Human Body, People/Places, Amer Presidents, etc.	\$1,064.00
27870	1133	WAL-MART COMMUNITY BRC	12/8/2008	DVDs, Music CDs, Ch. Dept supplies(paint, glue, baggies, fabric, candle, disp gloves, duct tape,ribbon, sharpies)	\$945.41
27871	1134	AFFORDABLE ALTERNATIVES	12/8/2008	LOOK FOR! Labels	\$25.40
150180	1135	DEMCO	12/8/2008	Vision 2 (CD display) sign & sign holders, wall/counter signage & CPU holder-Wh. Construction Project	\$1,390.78
150181	1136	PHILLIP KUHNS	12/8/2008	Room signs-Wh. Bldg Project - deposit	\$747.00
0	1137	PAYROLL	12/10/2008	PAYROLL	\$38,994.09
27872	1138	ANTHEM BLUE CROSS BLUE S	12/10/2008	Health Insurance Premium-Dec - 17 employees	\$8,580.83
27873	1139	ANTHEM LIFE	12/10/2008	Life Ins Premium-Dec	\$88.49
27874	1140	EDWARD YOUNG	12/10/2008	Courier Mileage: 11/16-11/30/08	\$315.90
27875	1141	EMBARQ	12/10/2008	Rensselaer Local Phones-Dec 2008	\$140.29

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
27876	1142	FIRST TRUST CREDIT UNION	12/10/2008	Direct Deposits w/held from 10 DEC 08 Payroll-4 participants	\$1,080.97
27877	1143	GREAT-WEST RETIREMENT S	12/10/2008	Annuity Contributions from 10 DEC 08 Payroll - 8 participants	\$1,285.00
0	1144	INDIANA DEPARTMENT OF RE	12/19/2008	State & County Tax w/held NOV 2008, Verif #41, Ref #97157	\$4,857.56
0	1145	IRS USA TAXPAYMENT	12/11/2008	FICA & Federal Taxes w/held 10 DEC 08, Ref #..992920	\$8,704.64
27878	1146	NIPSCO	12/10/2008	Wheatfield Utilities, 10/31-12/1/08	\$1,762.00
27879	1147	AFLAC	12/23/2008	Supplemental Ins. Premium-December 2008	\$168.00
27880	1148	CITY OF RENSSELAER	12/23/2008	Utilities-Rens Lib, 11/8/08-12/9/08	\$3,622.76
27881	1149	EDWARD YOUNG	12/23/2008	Courier Mileage: 12/1-12/15/08	\$386.10
27882	1150	EMBARQ	12/23/2008	Local Phones-Wheatfield Lib, December	\$64.62
27883	1151	EMBARQ COMMUNICATIONS I	12/23/2008	Long Distance Calls, DeM, Wh. & Rens Lib, 11/11/08-12/4/08	\$80.34
27884	1152	FIRST TRUST CREDIT UNION	12/23/2008	Direct Deposits w/held from 23 DEC 08 Payroll-5 participants	\$1,210.84
27885	1153	GREAT-WEST RETIREMENT S	12/23/2008	Annuity Contributions from 10 DEC 08 Payroll - 8 participants	\$1,285.00
27886	1154	INDIANAPOLIS STAR	12/23/2008	Annual Subscription for Rensselaer pays through 12/30/09	\$236.37
0	1155	IRS USA TAXPAYMENT	12/23/2008	FICA & Federal Taxes w/held 23 DEC 08, Ref #00151642	\$9,219.32
27887	1156	JASPER COUNTY PUBLIC LIBR	12/23/2008	Transfer to LIRF per Board Resolution 12/8/08	\$30,000.00
27888	1157	NIPSCO	12/23/2008	DeM. Library Utilities, 11/6/08-12/8/08	\$3,760.28
0	1158	PAYROLL	12/23/2008	PAYROLL	\$40,992.10
27891	1159	BIERMA HARDWARE, INC.	12/30/2008	Paint Brushes-Wh. Ch. Dept.	\$5.39
27892	1160	RECORDED BOOKS, LLC	12/30/2008	Replacement CD-DeM.	\$6.95
27890	1161	JOURNAL AND COURIER	12/23/2008	DeMotte One-yr subscription (1/9/09-12/31/09)	\$206.18
27893	1162	ACE HARDWARE	12/30/2008	Stain for CD Display Rack Project-DeM.	\$26.56
27894	1163	BAKER & TAYLOR	12/30/2008	Books, AV, Gift Fund, Continuations	\$7,135.94
27895	1164	BAKER & TAYLOR ENTERTAIN	12/30/2008	DVDs	\$223.43
27896	1165	BRENDA THOMPSON	12/30/2008	Mileage: Books2Bridge Region, Grant Committee, & Excel Training Wkshp	\$64.42
27897	1166	CAMPBELL PRINTING COMPA	12/30/2008	Overdue Imprinted Labels, 11,000	\$392.70
27898	1167	CDW GOVERNMENT, INC	12/30/2008	Back-up tapes, HP Printer, cables, MS Office Pro 2007 licenses, Wireless keyboard/mouse, digital voice recorder, scanners, E-trust security software	\$4,250.24
27899	1168	CENTRAL STATES SALES CO	12/30/2008	Outdoor Parking Lot Bulbs-5	\$129.75
27900	1169	D&D SECURITY RESOURCES,	12/30/2008	Super-Lok (security cable) for public scanner	\$22.40
27901	1170	DELL MARKETING L.P.	12/30/2008	Laptop & Portable Case	\$1,806.24
27902	1171	DEMCO	12/30/2008	Light Filters, Foil labels, Bk Pockets & Polyfit Jackets, Bk Tape, Mag Binders, 3-ring Binders, Tape dispenser, Adhesive, staplers	\$1,352.40
27903	1172	DIANA KOOY	12/30/2008	Mileage: Bank Deposits, Chamber Mtg, Librarian's Council, New Technology Wkshp, etc.	\$107.06
27904	1173	DIANE OPOLSKI	12/30/2008	Mileage: Bank Deposit, DeM. Lib	\$18.72
27905	1174	EVELYN BRISTOL	12/30/2008	Mileage: Class visits, Rens Library, KVHS Presentation; Program Prizes	\$94.27
27906	1175	GALE	12/30/2008	Continuations: Newsmakers, Encyl of Associations; Books	\$1,348.97
27907	1176	GPG/HEINEMANN	12/30/2008	Pop Culture Universe OnLine Subscription, 1/1/09-1/1/10	\$810.00
27908	1177	GOODWIN FIRE EQUIPMENT, I	12/30/2008	Fire Extinguisher Inspections-Wh. Lib	\$27.00
27909	1178	GPN	12/30/2008	Hooked On Phonics sets-Literacy	\$694.70
27910	1179	JENNIFER L. DOUTHIT	12/30/2008	Mileage: TLC Users Group Mt, & Expenses	\$97.58
27911	1180	KOLORTECH, INC.	12/30/2008	4' Fluorescent Lights-60	\$200.40
27925	1181	H.L. MOHLER & ASSOCIATES	12/30/2008	Boiler Inspection & Final Punch List; Re-Roofing Contract Preparation & Review	\$1,408.90
27912	1182	NANETTE SPEACHT	12/30/2008	DVD Sets	\$55.98
27913	1183	OFFICE DEPOT	12/30/2008	Clear Poly Envelopes (magazine circulation)-DeM.	\$122.20
27914	1184	PATTY STRINGFELLOW	12/30/2008	Mileage: Boiler Orientation, Director's Mtg, Key replacement, branch visits	\$104.75

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
27915	1185	RACO INDUSTRIES	12/30/2008	Laser Scanners-4	\$672.36
27916	1186	ROEING CORPORATION	12/30/2008	Printmaster Gold, stereo audio cable, Battery pack, wireless mouse, HP Procurve switches, cabling & installation, etc.	\$1,666.11
27917	1187	SADDLEBACK EDUCATIONAL,	12/30/2008	DVDs	\$669.50
27918	1188	SHARP SCHOOL SERVICES, IN	12/30/2008	Kids Computer Pkg-keyboard, mouse, headphones - DeM	\$59.50
27919	1189	SHEILA MAXWELL	12/30/2008	Mileage: Branch Visits	\$102.96
27920	1190	THE LIBRARY CORPORATION	12/30/2008	2-Library Solutions Licenses & Printers	\$3,060.00
27921	1191	TRU-GREEN LIMITED PARTNE	12/30/2008	Ice Melt-36 bags	\$396.00
27922	1192	UNIQUE MANAGEMENT SERVI	12/30/2008	Initial & Secondary Placements-November 2008	\$242.72
27923	1193	WAL-MART COMMUNITY BRC	12/30/2008	DVDs, Music CDs, Friends Appreciation Luncheon, Flash Drives, non-skid pad	\$372.64
27924	1194	YVONNE DEL VECCHIO	12/30/2008	Mileage: DeM. Walking Books & Book Club (10/1-12/22/08)	\$63.47
150182	1195	BIERMA HARDWARE, INC.	12/30/2008	Lateral File Rods - Wh. Construction Project	\$4.47
Total Amount of Claims					\$281,668.85

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Friday, January 02, 2009

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 4 pages, and except for vouchers not allowed as show on the Register such vouchers are allowed in the total amount of \$281,668.85

Date this 12 day of January, 2009.

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

JASPER COUNTY PUBLIC LIBRARY

F5

Receipt Breakdown

December 31, 2008

	THIS MONTH	YEAR-TO-DATE	TOTAL RECEIPTS THIS MONTH	TOTAL RECEIPTS YEAR-TO-DATE
FINES & FEES:			\$2,984.07	\$37,186.27
DeMotte	\$1,038.24	\$11,778.51		
Rensselaer	\$1,140.33	\$15,501.47		
Wheatfield	\$805.50	\$9,906.29		
PHOTOCOPIES:			\$626.10	\$8,573.54
DeMotte	\$200.40	\$3,202.75		
Rensselaer	\$282.40	\$3,343.18		
Wheatfield	\$143.30	\$2,027.61		
INTEREST:			\$427.60	\$15,211.10
Checking/Repurchase/Savings/CD's	\$427.60	\$15,211.10		
TAXES:			\$602,503.45	\$1,639,540.85
Property Tax	\$565,152.89	\$996,111.15		
License Excise Tax	\$23,928.92	\$83,538.06		
Financial Institution Tax	\$1,825.00	\$1,825.00		
CVET(Commercial Vehicle Excise)	\$11,596.64	\$11,596.64		
Local Option/Certified Shares	\$0.00	\$495,075.00		
Local Option/Property Tax Repl.	\$0.00	\$51,395.00		
TAXABLE SALES:-			\$2.42	\$54.71
REFUNDS:			\$50.00	\$12,795.30
Rebates/Refund	\$0.00	\$907.97		
Insurance Claims/Reimbursements/COBRA	\$0.00	\$411.33		
Meeting Room Rental	\$50.00	\$550.00		
Reimbursement	\$0.00	\$0.00		
Credit Card Rewards Redemption	\$0.00	\$0.00		
Grant Reimbursements	\$0.00	\$2,034.00		
Interfund Transfer	\$0.00	\$8,592.00		
Miscellaneous Receipts	\$0.00	\$300.00		
TOTAL OPERATING FUND RECEIPTS:			\$606,593.64	\$1,713,361.77
PLAC FUND:-			\$0.00	\$120.00
GIFT FUNDS:			\$223.00	\$8,906.79
DeMotte	\$170.00	\$1,117.40		
Rensselaer	\$3.00	\$6,118.83		
Wheatfield	\$50.00	\$1,670.56		
LIB. IMPROV. RESERVE FUND: (Interest & Oper Fund Transfer \$30,000)			\$30,315.43	\$36,301.64
BOND & INTEREST REDEMPTION FUND:			\$189,261.24	\$335,953.58
Property Tax	\$177,963.10	\$313,746.69		
License Excise Tax	\$7,242.30	\$18,151.05		
Financial Institution Tax	\$546.00	\$546.00		
CVET(Commercial Vehicle Excise)	\$3,509.84	\$3,509.84		
RAINY DAY FUND:			\$0.00	\$109,997.82
Special CAGIT Distribution	\$0.00	\$108,132.68		
Interest Earned	\$0.00	\$1,865.14		
STATE TECHNOLOGY FUND GRANT FUND:-			\$10,560.00	\$10,560.00
CAPITAL PROJECTS FUND:			\$146,471.31	\$274,795.76
Interest Earned	\$689.56	\$10,773.85		
Property Tax	\$137,079.71	\$240,238.16		
License Excise Tax	\$5,578.52	\$20,660.23		
Financial Institution Tax	\$420.00	\$420.00		
CVET(Commercial Vehicle Excise)	\$2,703.52	\$2,703.52		
HOST/HOSPITALITY FUND:-			\$0.00	\$563.50
LEVY EXCESS FUND:-			\$0.00	\$0.00
SALES TAX:-			\$0.18	\$5.32
CONSTRUCTION FUND:			\$242.64	\$176,881.71
Int. Earned(Chkg.,CD's,Escrow)	\$242.64	\$2,074.61		
Interfund Transfer	\$0.00	\$174,807.10		
CASH CHANGE FUND			\$0.00	\$0.00
SUB-TOTAL (page 1)			\$983,667.44	\$2,667,447.89

WITHHOLDING ACCOUNT FUNDS:

			\$26,199.55	\$312,767.14
FIT Tax Collected	\$6,040.50	\$70,864.51		
FICA Collected	\$5,941.73	\$70,285.07		
State Tax Collected	\$2,770.46	\$32,789.50		
County Tax Collected	\$1,982.21	\$23,955.61		
Deferred Comp Plan	\$2,570.00	\$29,415.00		
Pre-tax Insurance Plans	\$2,316.91	\$26,324.33		
Life Insurance	\$135.80	\$1,640.60		
PERF	\$2,150.13	\$25,352.91		
Garnishments	\$0.00	\$315.12		
Credit Union	\$2,291.81	\$31,824.49		
EIC	\$0.00	\$0.00		
Repayment	\$0.00	\$0.00		
TOTAL RECEIPTS - ALL FUNDS.....			\$1,009,866.99	\$2,980,215.03

Voucher List

Jasper County Public Library

Report Date: From 1/1/2009 To 1/12/2009

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
27926	1	AARON'S LAWN CARE	1/12/2009	11/19/08-12/23/08 Snow Removal-DeM & Wh. Lib.	\$1,455.00
27927	2	TYSEN'S FAMILY FOOD CENTE	1/12/2009	After-school program expenses, Wh. Ch.	\$7.02
27928	3	ACE HARDWARE	1/12/2009	Staff Entry Doorbell-DeM. Lib	\$7.49
27929	4	ANTHEM BLUE CROSS & BLUE	1/12/2009	Annual Administrative Fee for COBRA Notification Services	\$306.00
27930	5	BLUETARP FINANCIAL, INC	1/12/2009	Floor Scraper	\$27.99
27931	6	CAPITAL ONE BANK (USA), NA	1/12/2009	DVDs, R-cash drawer keys, AVC Mtg expenses	\$278.95
27932	7	CULLIGAN OF KOUTS	1/12/2009	Water Cooler Rental-Wh. Lib.	\$9.95
27933	8	DEZELAN-GDM INSURANCE A	1/12/2009	Director & Officers Insurance Premium-2009	\$1,719.00
27934	9	EDUCATION NETWORKS OF A	1/12/2009	Internet Connections-Jan 2009	\$930.00
27935	10	FASE'S WATER TREATMENT &	1/12/2009	RedOut-6 bags @ DeM. Lib.	\$72.00
27936	11	GA FOODS GROUP	1/12/2009	Staff Christmas Party-Rens.	\$116.92
27937	12	GARDEN GATE	1/12/2009	Wh. Magazine Subsc-2 yr	\$38.00
27938	13	HERITAGE OFFICE PRODUCT	1/12/2009	Replacement name tag - Jung	\$10.50
27939	14	INDIANA CHAMBER	1/12/2009	Membership Dues-1/1/09-12/31/09	\$350.00
27940	15	INDIANA DEPARTMENT OF EN	1/12/2009	Annual Public Water System Fee-DeM & Wh. Lib	\$200.00
27941	16	INDIANA DEPARTMENT OF HO	1/12/2009	Annual Elevator Operating Certificate Fee -DeM. Lib.	\$120.00
27942	17	INDIANA DEPT. OF WORKFOR	1/12/2009	Unemployment Compensation, 4th quarter 2008	\$542.62
27943	18	INDIANA STATE LIBRARY	1/12/2009	PLAC Card Sales, 4th Quarter 2008	\$60.00
27944	19	JASPER COUNTY HOSPITAL	1/12/2009	DeM. Lib Water Testing, Coliform & Nitrates, 12/08	\$34.00
27945	20	IUPUI	1/12/2009	Indianapolis Youth Literature Conference, 1/31/09, A. Barton & N. Phillips	\$170.00
27946	21	KARA MULVIHILL	1/12/2009	Talking Books Mileage-Rens., Dec 2008	\$8.48
27947	22	LAFAYETTE BANK AND TRUST	1/12/2009	Safe Deposit Box rental-2009	\$50.00
27948	23	LIBRARY OF CONGRESS	1/12/2009	Cataloging.. Free-Floating Subdivisions, 21st Ed, 2009	\$35.00
27949	24	MIDWEST TAPE	1/12/2009	Audiobook Cases & Sleeves (empty)	\$1,064.97
27950	25	PRAIRIE WRITERS GUILD	1/12/2009	From the Edge of the Prairie books (2007 & 2008)	\$84.75
27951	26	PRECISION CONTROL SYSTE	1/12/2009	4th Qtr Mtnce-2008; Condenser fan on Chiller repair-Rens; Transformer fusers blown, replaced contactors (two incidences), VAV Reheat Coils replaced @ DeM.	\$5,724.80
27952	27	PREMIER WASTE & RECYCLIN	1/12/2009	Trash Service, 1/1/09-3/31/09 Demotte Lib.	\$150.00
27953	28	PUBLIC EMPLOYEES' RETIRE	1/12/2009	4th Qtr 2008 PERF Annuity & Pension Contributions	\$23,139.28
27954	29	QUILL CORPORATION	1/12/2009	Typewriter ribbons, copy paper, strapping tape, heavy-weight paper, printer cartridge & drums, Fluorescent labels	\$783.13
27955	30	RAND MCNALLY & COMPANY	1/12/2009	Commercial Atlas	\$300.81
27956	31	ROEING CORPORATION	1/12/2009	ARC Server Backup Annual Mtnce for Windows & Client Agent	\$201.00
27957	32	AUSTIN BOOK SALES	1/12/2009	Continuation Books - Opportunities in..	\$83.16
27958	33	BAKER & TAYLOR	1/12/2009	Books: Continuations, Automatically Yours series; A-V	\$1,805.45
27959	34	BAKER & TAYLOR ENTERTAIN	1/12/2009	DVDs	\$36.42
27960	35	H. W. WILSON COMPANY	1/12/2009	4 yr. Public Library Catalog & Supplements, 13th ed	\$840.00
27961	36	ALLIED WASTE SERVICES #71	1/9/2009	Trash Service @Wh. Lib, January 2009	\$51.00
27962	37	ANTHEM BLUE CROSS BLUE S	1/9/2009	Health Insurance Premium-January - 17 employees	\$8,044.71
27963	38	ANTHEM LIFE	1/9/2009	Life Ins Premium-January	\$81.59
27964	39	BANK OF NEW YORK	1/9/2009	2004 Bond Payment	\$159,802.50
27965	40	EDWARD YOUNG	1/9/2009	Courier Mileage: 12/16/08-12/31/08	\$245.70
27966	41	EMBARQ	1/9/2009	Rensselaer Local Phones-January 2009	\$138.82
27967	42	FIRST TRUST CREDIT UNION	1/9/2009	Direct Deposits w/held from 09 JAN 09 Payroll-6 participants	\$1,615.56
27968	43	GREAT-WEST RETIREMENT S	1/9/2009	Annuity Contributions from 09 JAN 09 Payroll - 8 participants	\$1,285.00

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
0	45	IRS USA TAXPAYMENT	1/12/2009	FICA & Federal Taxes w/held 9 January 09, Ref #00115795	\$9,653.10
27969	46	OED OFFICE OF ENERGY & DE	1/9/2009	4th Qtr Pymt PFEED Loan of 2002	\$2,402.97
27970	47	RENSSELAER REPUBLICAN	1/9/2009	Annual Rn Newspaper Subsc - 1/11/09-1/11/10	\$115.00
27971	48	TOWN OF DEMOTTE	1/9/2009	Sewer Service-DeM, November 2008	\$68.42
27972	49	VISION SERVICE PLAN- (IN)	1/9/2009	Vision Premium, 17 employees-January 2008	\$145.34
0	50	PAYROLL	1/9/2009	PAYROLL	\$42,611.31
27973	51	DUMAS, WEIST & MAHNESMIT	1/9/2009	Legal Consultations: Roofing Project (10/15/08-1/5/09)	\$1,575.00
27974	52	INFORMATION TODAY, INC.	1/12/2009	Computers In Libraries Conference, 3/30-4/1/09, Sheila Maxwell	\$234.00
27975	53	USA TODAY	1/9/2009	Annual Newspaper Subscription-DeM. Lib. Exp 1/4/2010	\$156.00
27976	54	TOWN OF WHEATFIELD SEW	1/12/2009	Sewer services @ Wh. Lib, January 2009	\$56.65
27977	55	NIPSCO	1/12/2009	Utilities, 12/1/08-1/2/09, Wh. Lib	\$2,025.15
Total Amount of Claims					\$271,070.51

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Monday, January 12, 2009

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 2 pages, and except

for vouchers not allowed as show on the Register such vouchers are allowed in the total amount of \$271,070.51

Date this 12th day of January, 2009.

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

If you wish to address the Library Board during the meeting....

The Jasper County Public Library Board of Trustees welcomes you to this meeting. We conduct our meetings in compliance with the state Open Doors Law. Our board meetings are open for public observation. We are *not* required to allow the public to speak at meetings.

However, as we value the ideas and insights of our constituents, we allow 15 minutes of each meeting for a public forum. If you wish to speak to this board during the "forum" section of our agenda, please complete the form below and hand it to a board member before the meeting.

Only persons who have completed the form and returned it to the Director or a board member prior to the convening of the meeting will be allowed to speak.

The board president will divide the 15-minute forum segment by the number of persons who have requested to speak to determine the amount of time allocated to each person. The board president will then call on those persons one at a time to stand and address the board for no more than the allocated time.

We will not respond at this meeting to your questions, requests for information or requests for action. We will note your request and respond at a later time after board members have sufficient time to consider and deliberate about the issue.

During other portions of the board meeting, please refrain from comment unless the board asks you to comment. Board members are always anxious to hear from constituents outside the meeting, but our meeting agenda is usually full and does not allow us time for a continuous open forum.

Thanks for helping us conduct an open and orderly meeting.

Request to speak to the JCPL Board during the forum

This form must be completed and returned to the Director or a board member before the meeting if you wish to speak to the JCPL Board during the "forum" section of the meeting agenda. The forum will be conducted according to the format explained above.

Your name: Steven Clapp

Group/organization you represent, if any: Steve's Spec Services

Subject about which you will speak: Roof project

FEB.

Agenda
Jasper County Public Library
Board of Trustees Meeting
Monday, February 9, 2009, 7pm
Rensselaer Public Library

Opening of Meeting

Moment of Silence

Approval of Consent Agenda & Consent Agenda Items

Action

Minutes of January Board Meeting
Bills/Financial Reports
Salary Ordinance Update (R7)
Policy Review (R 12)
2009 Staff Development Day (R 12)
Workshop Requests (R 12-R 13)

General Business

DeMotte Library Roof-	
Resolution to Declare an Emergency (R 13)	Action
Contract Reimbursement for Steve Clapp	
of Steve's Specialized Services (R 13)	Action
DeMotte Library Boiler-Flue Correction (R 13)	Information
Annual Report of Rensselaer Librarian	
and Youth Specialist (R 13)	Information

Director's Report (R 12-R 17)

Information

Items for Future Agendas

Public Forum

Adjournment

MINUTES

Jasper County Public Library Board of Trustees
7:00 PM

January 19, 2009
Rensselaer Library

Present: Jody Melton, Anne-Marie Egan, Susan Deardorff, Mari Anne Sayler, Natalie Waling (arrived at 7:20), Timothy Schultz Jr., Patricia Stringfellow, & Gail Jung, Kent Mahnesmith, Harry L. Mohler.

Absent: Joan Floyd

DeMotte Roof Project: Department of Local Government Finance and State Board of Accounts confirmed that the \$187,586 encumbrance is linked to the contract signed in December. It cannot be transferred to another vendor's contract. The library will need to apply for another additional appropriation in 2009 and await approval after the 2009 budgets have been certified. Our attorney confirmed that Gary Dankert of Ice-Miller determined that the Drug Policy statute refers only to the State of Indiana state building projects; however the bid document submitted by Steve's Specialized Services was incomplete. J. Melton moved, seconded by M. Sayler, to reject Steve's Specialized Services' bid because it does not conform to the bid notice. Motion passed unanimously.

The library asked who was responsible for doing a check list of the bid documents. H. Mohler replied that he was more intent on reviewing the figures, and that he was not as concerned with the rest of the bid because he thought the library could waive any irregularities in the bid documents. K. Mahnesmith, library attorney, stated the library has the right to waive some irregularities but not those that are applicable to statute. Bidder's Form 96 must be completed in full to be compliant, otherwise, the bid is invalid.

On a motion by T. Schultz, seconded by J. Melton, the board approved to terminate the contract and, therefore, negate the LIRF and Rainy Day encumbrance. All were in favor.

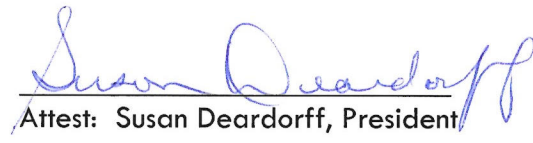
The library has appropriated a total of \$103,700 between the Rainy Day and LIRF funds for 2009 that can be used for the roof project. The library has another \$30,000 budgeted for transfer to LIRF in the Operating Fund that could also be used for a roof project and paid from Operating Fund. J. Melton moved, seconded by M. Sayler, to reject all bids due to lack of funds for the project. Motion passed 3-2.

S. Clapp submitted and requested reimbursement for expenses he incurred as he prepared to sign the roofing contract. His insurance company waived the performance bond premium and his sub-contractor released him from their contract. The board moved to research the issue further, and on a motion by T. Schultz tabled a decision on the reimbursement to Steve's Specialized Services until the February board meeting. Motion was seconded by A-M Egan. Motion passed.

M. Sayler moved, seconded by A-M Egan, to have our attorney request G. Dankert send a letter to Berkowitz Law Offices regarding the Drug-free Workplace statute to avoid future complications for other library projects. Motion passed.

Adjournment: With no further matters for discussion, M. Sayler moved to adjourn at 8:20 PM.


Jody Melton, Secretary


Attest: Susan Deardorff, President

MINUTES

Jasper County Public Library Board of Trustees
7:00 PM

January 12, 2009
Rensselaer Library

Present: Jody Melton, Anne-Marie Egan, Susan Deardorff, Mari Anne Sayler, Natalie Waling, Timothy Schultz Jr., Patricia Stringfellow, & Gail Jung, Kent Mahnesmith, Harry L. Mohler.

Absent: Joan Floyd

BOARD OF FINANCE MEETING

For 2009 the board chose to elect the same officers to the Board of Finance as the Library Board officers per a motion by J. Melton, seconded by A-M Egan. Motion passed.

The Annual Director's Financial Report and a copy of the investment register were presented and reviewed.

The 2009 Accounting Practices were reviewed with A-M Egan moving to adopt them and J. Melton seconding. Motion passed. The Resolution to Pay Bills with Prior Approval was approved as presented on a motion by J. Melton, seconded by A-M Egan. Motion passed unanimously.

The board designated the Rensselaer Republican and Kankakee Valley Post-News be used for advertising of legal notices on a motion by M. Sayler, seconded by A-M Egan. Motion passed.

With no further business J. Melton moved to adjourn the Board of Finance Meeting at 7:06 PM.

MONTHLY BOARD MEETING

The president opened the meeting with a moment of silence.

Agenda & Consent Agenda Approval: A-M Egan moved, seconded by N. Waling, to approved the December Board Meeting minutes of Dec 8 and Dec 30th, monthly bills, and financial reports, 2009 Salary Ordinance, LCD Projector Policy with recommended changes as presented. Motion was unanimously approved.

Satellite Fund: Satellite services were discontinued by a board vote in March 2007. The fund has been inactive for a number of years. A-M Egan moved, seconded by N. Waling, to eliminate the Satellite Fund. Motion passed.

Lincoln Exhibit Request: The Frankfort Public Library has requested to borrow a list of 30 documents and 8 artifacts from the Robert Milroy collection for a special exhibition, *Abraham Lincoln: A Man of His Time, A Man for All Time*, for August 4-28th, 2009. All borrowed materials will be hand-delivered. JCPL will be listed as co-sponsor in the publicity for the exhibit. Dr. Grace Mary Gouveia, Genealogy & local History Head, at the Frankfort Public Library will keep original documents and artifacts in locked cases. Our library's building insurance also covers library materials on and off-site. T. Schultz moved, seconded by J. Melton, to approve the request to loan the Frankfort Public Library the materials for the exhibit. All were in favor.

Building Insurance Quotes: There are a limited number of companies that will quote commercial insurance. Insurance underwriters who quote these policies are more likely to offer a better price and terms if they see that there is a long-standing relationship with one insurance company. The effort and time put into a quote will be more plausible if it is for at least 3 years. Using the same agent can provide the library with the expertise needed in selecting the best quote. Establishing long-lasting relationships with an insurance agent and carrier is beneficial for the library in acquiring the best pricing. The Board Administrative List of Duties will be adjusted to reflect that JCPL will seek bids every three years instead of two in order to establish a longer history to get better quotes.

DeMotte Roofing Project: Steve's Specialized Services and the Library signed the DeMotte Library roofing contract in December 2008. This allowed the Library to encumber the amount of the contract price in 2008 and proceed with the roof installation in March 2009. Our attorney, K. Mahnesmith, received a letter dated December 31, 2008 from the law offices of Paul T. Berkowitz noting deficiencies in the bids that were submitted from the two lowest bidders. K. Mahnesmith explained the content of the letter, fielded questions asked by the Board, and explained the Board's options. H. Mohler fielded questions about the bid specifications.

Steve Clapp, Steve's Specialized Services, was present at the meeting and expressed his concerns since a contract has been signed. The Board advised S. Clapp not to incur any further expenses and contact his insurance company to determine if a required bond can be cancelled and a refund issued to him. The Board requested S. Clapp prepare an itemized statement of costs incurred and submit to the board. H. Mohler will send S. Clapp a letter to this effect.

If the board rejects the bids for this project, P. Stringfellow explained that it is her understanding that the money encumbered for the contract would no longer be available, and the library would need to re-appropriate the money in 2009. Department of Local Government Finance who approves additional appropriations will not be able to process an additional appropriation until the 2009 budget has been approved. Thus, the library would not be able to advertise for bids until we received approval which could possibly be as late as the fall of 2009. Director, P. Stringfellow, will contact State Board of Accounts to confirm the status of the 2008 encumbered money for the roof project. J. Melton moved, seconded by A-M Egan to hold a special meeting on Monday, January 19, 2009, at 7:00 PM to discuss our options further. Motion passed unanimously. Media will be alerted to special meeting date and agenda posted within the 48 hour requirement for meeting notices.

Conflict of Interest: Indiana Code #35-44-1-3 states that a public servant who knowingly or intentionally has a pecuniary interest in or who derives a profit from a contract or purchase with an action by the government entity served by the public service commits a crime. However, as long as a public servant files a Conflict of Interest disclosure form annually, no crime is committed. T. Schultz signed the conflict of interest form for filing with the State Board of Accounts and County Clerk's office.

LSTA Technology Grant: The Indiana State Library is soliciting grant applications for an LSTA Technology Grant. The library is submitting an application for automatic door openers at the DeMotte Library in order to provide independent access by handicapped patrons and others who cannot open library doors. Patrons have requested this technology, and it would greatly improve access to our facility. The cost of the project is \$8850 and the library would be obligated to pay

ten percent of the project cost. The director's signature is all that is required for the grant application that must be submitted no later than January 16, 2009.

Board Committee Appointments: S. Deardorff made the following committee appointments for 2009. *Budget* – T. Schultz (chair), J. Floyd, S. Deardorff; *By-Laws* – J. Melton (chair), J. Floyd, A-M Egan; *Director Evaluation:* S. Deardorff (chair), M. Sayler, N. Waling; *Nomination* – N. Waling (chair), T. Schultz, J. Melton.

Director's Report: Our insurance company adjuster contacted the business office regarding permission to offer a patron, who broke her ankle at the DeMotte Library through no fault of our own, medical coverage for expenses not covered by the patron's personal health insurance. Patron has indicated that she in no way held the library responsible. The board did not feel obligated to grant permission. It would increase our claims unnecessarily.

The Rensselaer Library has been contacted by Lee Company that they are ready to move forward with replacing the workroom and office carpet. They are working with Quality Floors in providing some pattern selections that will be complimentary to the present carpet in the public area. The current design has been discontinued.

Revisions to Indiana's 15 yr. old Public Library Standards are underway to improve the overall quality of library services. Work is continuing on the Public Library Coalition and is on Governor Mitch Daniels Legislative Agenda. The ILF Legislative Committee has endorsed recommendations for library consolidation to an alternative to the 'one size fits all' design in the Kernan-Shepard report. An update was provided in the board packets on these issues.

A-M Egan complimented the director and business manager in the investment decisions made on behalf of the library in 2008.

Adjournment: With no further matters for discussion, M. Sayler moved to adjourn at 8:20 PM.


Jody Melton, Secretary


Attest: Susan Deardorff, President

CIRCULATION BY HOLDINGS CODE
January 2009

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
Award Winner JBIO (DAJBIO)	0	0	0	0
Award Winner JE (DAJE)	0	0	0	0
Award Winner JFIC (DAJFIC)	0	0	0	0
Award Winner JNF (DAJNF)	0	0	0	0
Award Winner JPFIC (DAJBPF)	0	0	0	0
Award Winning fiction (DAWFIC)	31	2	1	34
Award Winning non-fiction (DAWNF)	1	0	0	1
Award Winner YAFIC (DAYAF)	0	0	0	0
Award Winner YAPFIC (DAYPBF)	0	0	0	0
Biography (DBIO)	76	8	2	86
Books on CD (DBKCD)	140	3	1	144
Books on Tape (DBKT)	15	0	1	16
Compact Disc (DCD)	392	16	11	419
Digital Audiobooks (DDA)	9	0	0	9
DVD (DDVD)	1750	15	19	1784
Equipment (DEQP)	146	0	0	146
See librarian (DERR)	0	0	0	0
Express Book (DEXP)	58	0	0	58
Fiction (DFIC)	777	44	21	842
Fiction Fantasy (DFICF)	24	1	6	31
Fiction Mystery (DFICM)	87	7	1	95
Fiction New (DFICNEW)	522	20	14	556
Fiction Science Fiction (DFICSF)	16	0	0	16
Fiction Western (DFICW)	7	0	0	7
Genealogy (DGENE)	0	0	0	0
Genealogy Mag (DGMAG)	0	0	0	0
Graphic Novels (DGN)	13	0	0	13
Hanging Bags (DHANG)	21	0	0	21
ILL (DILL)	59	6	0	65
Internet (DINTER)	1082	0	0	1082
Juv. Audio book (DJAUDB)	25	1	0	26
Juv. Biography (DJBIO)	61	0	11	72
Juv. Book on CD (DJBKCD)	0	0	0	0
Juv. Book on Tape (DJBKT)	0	0	0	0
Juv. Compact Disc (DJCD)	42	1	1	44
Juvenile Easy (DJE)	846	14	19	879
Juv. Easy Non-fiction (DJENF)	73	1	0	74
Juv. Easy Reader (DJER)	333	2	1	336
Juv. Fiction (DJFIC)	500	5	9	514
Juv. Holiday books (DJHOL)	33	0	1	34
Juv. Magazine (DJMAG)	28	0	0	28
Juv. Music Cassette (DJMC)	0	0	0	0
Juv. Nonfiction (DJNF)	453	19	9	481
Juv. Nonfic Text Bk (DJNFTB)	1	0	0	1
Juv. Paperback fic (DJPBF)	0	0	0	0
Juv. Professional Coll. (DJPRO)	0	0	0	0
Juv. Reference (DJREF)	6	0	0	6
Juv. Toddler (DJTOD)	97	0	1	98
Large Print Fiction (DLPF)	101	3	3	107

Large Print Nonfic (DLPNF)	5	5	0	10
Magazine (DMAG)	937	6	17	960
Music Cassette (DMCAS)	0	0	0	0
Nonfiction 000 (DNF000)	27	1	0	28
Nonfiction 100 (DNF100)	34	1	0	35
Nonfiction 200 (DNF200)	33	8	3	44
Nonfiction 300 (DNF300)	68	4	6	78
Nonfiction 400 (DNF400)	5	0	0	5
Nonfiction 500 (DNF500)	14	1	0	15
Nonfiction 600 (DNF600)	347	8	14	369
Nonfiction 700 (DNF700)	172	5	5	182
Nonfiction 800 (DNF800)	24	1	2	27
Nonfiction 900 (DNF900)	96	7	1	104
Nonfiction DVD (DNFDVD)	30	0	0	30
Nonfiction (DNFIC)	0	0	0	0
Nonfiction New (DNFNEW)	155	9	12	176
Nonfiction VHS (DNFVHS)	26	1	2	29
Oversize (DOVER)	1	0	0	1
Professional Coll. (DPROF)	0	0	0	0
Parent Shelf Juv. Fic (DPSJFic)	0	0	0	0
Parent Shelf Juv. NF (DPSJNF)	9	0	0	9
Reference (DREF)	2		0	2
Ref. Magazine (DRMAG)	0	0	0	0
Reference Software (DRSW)	0	0	0	0
Spanish Collection (DSPA)	13	0	0	13
Software (DSWAR)	83	0	0	83
Vertical File (DVF)	2			2
VHS (DVHS)	328	2	2	332
YA Audio book (DYAUDB)	14	2	0	16
YA Biography (DYAB)	3	0	0	3
YA Books on CD (DYABKCD)	0	0	0	0
YA Books on Tape (DYABKT)	0	0	0	0
YA Fiction (DYAF)	214	15	10	239
YA Nonfiction (DYANF)	11	0	0	11
YA Paperback Fic (DYAPBF)	8	0	0	8
Storage (DZSTO)	0	1	0	1
Award Winner JBIO (RAJBIO)	0	0	0	0
Award Winner JE (RAJE)	0	0	0	0
Award Winner JFIC (RAJFIC)	0	0	0	0
Biography (RBIO)	4	67	2	73
Books on CD (RBKCD)	8	144	2	154
Books on Tape (RBKT)	0	33	2	35
Compact Disc (RCD)	4	440	3	447
Digital Audiobooks (RDA)	1	6	0	7
DVD (RDVD)	15	3099	12	3126
Equipment (REQP)	0	73	0	73
See librarian (RERR)	0	0	0	0
Express Book (REXP)	0	53	0	53
Fiction (RFIC)	33	1003	6	1042
Fiction New (RFICNEW)	15	429	13	457
Genealogy (RGENE)	0	0	0	0
Genealogy Mag (RGMAG)	0	0	0	0
Gen. Milroy Coll (RGMIL)	0	0	0	0
Graphic Novels (RGN)	0	20	1	21

Hanging Bag (RHANG)	0	17	0	17
ILL (RILL)	2	66	0	68
Internet (RINTER)	0	2245	0	2245
Juv. Audio book (RJAUDB)	0	21	0	21
Juv. Biography (RJBIO)	0	57	0	57
Juv. Book on CD (RJBKCD)	0	0	0	0
Juv. Book on Tape (RJBKT)	0	0	0	0
Juv. Compact Disc (RJCD)	0	31	2	33
Juvenile Easy (RJE)	11	773	1	785
Juv. Easy Non-fiction (RJENF)	0	79	0	79
Juv. Easy Reader (RJER)	6	212	0	218
Juv. Fiction (RJFIC)	16	456	11	483
Juv. Magazine (RJMAG)	0	8	0	8
Juv. Music Cassette (RJMC)	0	0	0	0
Juv. Nonfiction (RJNF)	2	515	4	521
Juv. Paperback fic (RJPBF)	0	0	0	0
Juv. Professional Coll. (RJPRO)	0	2	0	2
Juv. Reference (RJREF)	0	0	0	0
Juv. Toddler (RJTOD)	0	112	0	112
Large Print Fiction (RLPF)	7	87	3	97
Large Print Nonfic (RLPNF)	0	13	0	13
Magazine (RMAG)	3	370	2	375
Music Cassette (RMCAS)	0	0	0	0
Non-Fiction 000 (RNF000)	0	8	1	9
Non-Fiction 100 (RNF100)	1	28	2	31
Non-Fiction 200 (RNF200)	2	55	0	57
Non-Fiction 300 (RNF300)	6	101	2	109
Non-Fiction 400 (RNF400)	0	14	0	14
Non-Fiction 500 (RNF500)	0	42	0	42
Non-Fiction 600 (RNF600)	15	257	12	284
Non-Fiction 700 (RNF700)	2	92	0	94
Non-Fiction 800 (RNF800)	4	22	2	28
Non-Fiction 900 (RNF900)	4	80	2	86
Nonfiction DVD (RNFDVD)	5	139	2	146
Nonfiction (RNFIC)	0	0	0	0
Nonfiction new (RNFNEW)	10	152	3	165
Nonfiction VHS (RNFVHS)	1	64	0	65
Oversize (ROVER)	0	0	0	0
Professional Coll. (RPRO)	0	0	0	0
Reference (REF)	0	0	0	0
Reference Business (RREFB)	0	0	0	0
Ref. Magazine (RRMAG)	0	0	0	0
Ready Reference (RRR)	0	0	0	0
Reference Software (RRSW)	0	0	0	0
Spanish Collection (RSPA)	0	46	0	46
Software (RSWAR)	0	69	0	69
Vertical File (RVF)	0	3	0	3
VHS (RVHS)	6	243	0	249
YA Audio book (RYAUDB)	0	7	0	7
YA Biography (RYAB)	0	1	1	2
YA Books on CD (RYABKCD)	0	0	0	0
YA Books on Tape (RYABKT)	0	0	0	0
YA Fiction (RYAF)	6	206	8	220
YA Nonfiction (RYANF)	2	29	0	31
YA Paperback Fic (RYAPBF)	0	0	0	0

Storage (RZSTO)	0	1	0	1
Award Winner JE (WAJE)	0	0	0	0
Biography (WBIO)	6	4	20	30
Books on CD (WBKCD)	13	18	143	174
Books on Tape (WBKT)	2	0	11	13
Compact Disc (WCD)	6	18	276	300
Digital Audiobooks (WDA)	0	1	2	3
DVD (WDVD)	11	19	1690	1720
Equipment (WEQP)	0	0	59	59
See librarian (WERR)	0	0	0	0
Express Book (WEXP)	2	0	46	48
Fiction (WFIC)	47	21	462	530
Fiction Fantasy (WFICF)	0	4	6	10
Fiction Mystery (WFICM)	5	7	86	98
Fiction New (WFICNEW)	19	24	354	397
Fiction Science Fiction (WFICSF)	1	1	20	22
Fiction Western (WFICW)	0	0	18	18
Genealogy (WGENE)	0	0	0	0
Genealogy Mag (WGMAG)	0	0	0	0
Graphic Novels (WGN)	0	0	9	9
Hanging Bags (WHANG)	1	0	3	4
ILL (WILL)	0	1	31	32
Internet (WINTER)	0	0	917	917
Juv. Audio book (WJAUDB)	2	3	8	13
Juv. Biography (WJBIO)	2	2	27	31
Juv. Book on CD (WJBKCD)	0	0	0	0
Juv. Book on Tape (WJBKT)	0	0	0	0
Juv. Compact Disc (WJCD)	0	3	29	32
Juvenile Easy (WJE)	33	17	528	578
Juv. Easy Non-fiction (WJENF)	10	1	48	59
Juv. Easy Reader (WJER)	10	1	253	264
Juv. Fiction (WJFIC)	19	6	243	268
Juv. Magazine (WJMAG)	0	0	19	19
Juv. Music Cassette (WJMC)	0	0	0	0
Juv. Nonfiction (WJNF)	38	15	311	364
Juv. Paperback fic (WJPBF)	0	0	0	0
Juv. Professional Coll. (WJPRO)	0	0	0	0
Juv. Reference (WJREF)	0	0	0	0
Juv. Toddler (WJTOD)	3	2	154	159
Large Print Fiction (WLPF)	10	7	84	101
Large Print Nonfic (WLPNF)	2	1	13	16
Magazine (WMAG)	13	13	411	437
Non-Fiction 000 (WNF000)	1	0	10	11
Non-Fiction 100 (WNF100)	0	2	17	19
Non-Fiction 200 (WNF200)	1	1	17	19
Non-Fiction 300 (WNF300)	8	2	56	66
Non-Fiction 400 (WNF400)	0	0	5	5
Non-Fiction 500 (WNF500)	3	1	13	17
Non-Fiction 600 (WNF600)	13	10	166	189
Non-Fiction 700 (WNF700)	4	2	62	68
Non-Fiction 800 (WNF800)	0	0	5	5
Non-Fiction 900 (WNF900)	2	3	28	33
Nonfiction DVD (WNFDVD)	2	0	63	65
Nonfiction (WNFIC)	0	0	0	0

Nonfiction New (WNFNEW)	2	8	104	114
Nonfiction VHS (WNFVHS)	1	0	9	10
Professional Coll. (WPROF)	0	0	0	0
Parent Shelf Juv. Fic (WPJF)	0	0	0	0
Parent Shelf Juv. NF (WPSJNF)	0	0	0	0
Reference (WREF)	0	0	0	0
Ref. Magazine (WRMAG)	0	0	0	0
Reference Software (WRSWAR)	0	0	0	0
Spanish Collection (WSPA)	1	0	3	4
Software (WSWAR)	1	1	61	63
Vertical File (WVF)	0	0	3	3
VHS (WVHS)	2	6	224	232
YA Audio book (WYAUDB)	0	6	4	10
YA Biography (WYAB)	0	0	1	1
YA Books on CD (WYABKCD)	2	2	2	6
YA Books on Tape (WYABKT)	0	0	0	0
YA Fiction (WYAF)	14	15	121	150
YA Nonfiction (WYANF)	0	1	29	30
YA Paperback Fic (WYAPBF)	0	0	1	1
Storage (WZSTO)	12	0	0	12
TOTAL	11001	12584	7590	31175

CIRCULATION BY HOLDINGS CODE
January 2009

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
Award Winner JBIO (AJBIO)	0	0	0	0
Award Winner JE (AJE)	0	0	0	0
Award Winner JFIC (AJFIC)	0	0	0	0
Award Winner JNF (AJNF)	0	0	0	0
Award Winner JPFIC (AJPF)	0	0	0	0
Award Winning fiction (AWFIC)	31	2	1	34
Award Winning non-fiction (AWNF)	1	0	0	1
Award Winner YAFIC (AYAF)	0	0	0	0
Award Winner YAPFIC (YAYPBF)	0	0	0	0
Biography (BIO)	86	79	24	189
Books on CD (BKCD)	161	165	146	472
Books on Tape (BKT)	17	33	14	64
Compact Disc (CD)	402	474	290	1166
Digital Audiobooks (DA)	10	7	2	19
DVD (DVD)	1776	3133	1721	6630
Equipment (EQP)	146	73	59	278
See librarian (ERR)	0	0	0	0
Express Book (EXP)	60	53	46	159
Fiction (FIC)	857	1068	489	2414
Fiction Fantasy (FICF)	24	5	12	41
Fiction Mystery (FICM)	92	14	87	193
Fiction New (FICNEW)	556	473	381	1410
Fiction Science Fiction (FICSF)	17	1	20	38
Fiction Western (FICW)	7	0	18	25
Genealogy (GENE)	0	0	0	0
Genealogy Mag (GMAG)	0	0	0	0
Gen. Milroy Coll (GMIL)	0	0	0	0

Graphic Novels (GN)	13	20	10	43
Hanging Bags (HANG)	22	17	3	42
ILL (ILL)	61	73	31	165
Internet (INTR)	1082	2245	917	4244
Juv. Audio book (JAUDB)	27	25	8	60
Juv. Biography (JBIO)	63	59	38	160
Juv. Book on CD (JBCD)	0	0	0	0
Juv. Book on Tape (JBKT)	0	0	0	0
Juv. Compact Disc (JCD)	42	35	32	109
Juvenile Easy (JE)	890	804	548	2242
Juv. Easy Non-Fiction (JENF)	83	81	48	212
Juv. Easy Reader (JER)	349	215	254	818
Juv. Fiction (JFIC)	535	467	263	1265
Juv. Holiday (JHOL)	33	0	1	34
Juv. Magazine (JMAG)	28	8	19	55
Juv. Music Cassette (JMC)	0	0	0	0
Juv. Nonfiction (JNF)	493	549	324	1366
Juv. Nonfic Text Bk (JNFT)	1	0	0	1
Juv. Paperback fic (JPBF)	0	0	0	0
Juv. Professional Coll. (JPRO)	0	2	0	2
Juv. Reference (JREF)	6	0	0	6
Juv. Toddler (JTOD)	100	114	155	369
Large Print Fiction (LPF)	118	97	90	305
Large Print Nonfic (LPNF)	7	19	13	39
Magazine (MAG)	953	389	430	1772
Music Cassette (MCAS)	0	0	0	0
Non-Fiction 000 (NF000)	28	9	11	48
Non-Fiction 100 (NF100)	35	31	19	85
Non-Fiction 200 (NF200)	36	64	20	120
Non-Fiction 300 (NF300)	82	107	64	253
Non-Fiction 400 (NF400)	5	14	5	24
Non-Fiction 500 (NF500)	17	44	13	74
Non-Fiction 600 (NF600)	375	275	192	842
Non-Fiction 700 (NF700)	178	99	67	344
Non-Fiction 800 (NF800)	28	23	9	60
Non-Fiction 900 (NF900)	102	90	31	223
Non-Fiction DVD (NFDVD)	37	139	65	241
Nonfiction (NFIC)	0	0	0	0
Nonfiction New (NFNEW)	167	169	119	455
Nonfiction VHS (NFVH)	28	65	11	104
Oversize (OVER)	1	0	0	1
Professional Coll. (PROF)	0	0	0	0
Parent Shelf Juv. Fic (PJF)	0	0	0	0
Parent Shelf Juv. NF (PSJNF)	9	0	0	9
Reference (REF)	55	85	36	176
Reference Business (REFB)	0	0	0	0
Ref. Magazine (RMAG)	0	0	0	0
Ready Reference (RRR)	0	0	0	0
Reference Software (RSWAR)	0	0	0	0
Spanish Collection (SPA)	14	46	3	63
Software (SWAR)	84	70	61	215
Vertical File (VF)	2	4	3	9
VHS	336	251	226	813
YA Audio book (YAUDB)	14	15	4	33
YA Biography (YAB)	3	1	2	6

YA Books on CD (YABKCD)	2	2	2	6
YA Books on Tape (YABKT)	0	0	0	0
YA Fiction (YAF)	234	236	139	609
YA Nonfiction (YANF)	13	30	29	72
YA Paperback Fic (YAPBF)	8	0	1	9
Storage (ZSTO)	12	2	0	14
				0
Free reads	344	274	133	751
Games/Puzzles	0	4	0	4
Talking books	0	3	0	3
Assignment Shelf Books	0	0	0	0
TOTAL	11398	12951	7759	32108

	DeMotte	Rensselaer	Wheatfield	
ADULT BOOKS				
Fiction	2087	1987	1276	5350
Nonfiction	1277	1227	657	3161
CHILDREN'S BOOKS				
Fiction	1905	1602	1221	4728
Nonfiction	689	691	411	1791
YA BOOKS				
Fiction	255	256	150	661
Nonfiction	16	31	31	78
Magazines, Adult	953	389	430	1772
Magazines, Children	28	8	19	55
Sound Recordings, adult	606	699	458	1763
Sound Recordings, ch	91	77	43	211
Online databases	0	0	0	0
Software	84	70	61	215
Vertical file	2	4	3	9
VHS/DVD	2177	3588	2023	7788
Equipment	146	73	59	278
Total	10316	10702	6842	27860
A-V Circulation	2958	4434	2585	9977
A-V Circulation as % of total	28.7%	41.4%	37.8%	35.8%

January 2009

END OF MONTH:	DEMOTTE	RENSSELAER	WHEATFIELD
Total Materials Owned	66,056	57,163	42,752
Circulation Increase/Decrease	10.8%	13.9%	0.9%
XX XXXXXXXXXXXX			
MONTHLY SYSTEM STATISTICS	2008	2009	% change
Current month's Circulation	25,483	27,860	9.3%
Jan. to date circulation	25,483	27,860	9.3%

DEMOTTE COLLECTION		RENSSELAER COLLECTION		WHEATFIELD COLLECTION	
Start of Month	End of Month	Start of Month	End of Month	Start of Month	End of Month
Volumes	Volumes	Volumes	Volumes	Volumes	Volumes
XX					
					ADULT BOOKS
17,788	17,833	11,532	11,451	11,875	11,943 Fiction
17,225	17,270	18,641	18,670	9,566	9,593 Nonfiction
					CHILDREN'S BKS
12,918	12,963	10,615	10,671	8,774	8,800 Fiction
8,966	8,992	5,697	5,731	4,864	4,864 Nonfiction
					YA BOOKS
2,135	2,112	2,050	2,082	1,752	1,757 Fiction
438	438	679	685	159	159 Nonfiction
				0	0 Magazines, Adult
				0	0 Magazines, Child
0	0	20	20	0	0 Games, Toys
2,409	2,456	2,918	2,953	2,746	2,771 Sound Rec/Adult
521	542	397	403	524	528 Sound Rec/Child
25	25	16	16	1	1 Online Databases
328	332	373	378	148	136 Software
3	3				Vertical Files
2,929	2,971	4,003	3,961	2,104	2,143 VHS/DVD
119	119	142	142	57	57 Equipment
65,804	66,056	57,083	57,163	42,570	42,752 TOTAL
XX					

JASPER COUNTY PUBLIC LIBRARY MONTHLY REPORT
January 2009

R5

	DeMotte		Rensselaer		Wheatfield		TOTAL	HOURS SPENT
		Hrs.		Hrs.		Hrs.		
INTRALIBRARY LOANS FILLED	223	48	172	37	335	73	730	158
LOCAL HISTORY								
In person	4	1	10	3	0	0	14	4
Letters written	2	2	2	2	0	0	4	4
IN-HOUSE USE - HARDWARE/SOFTWARE								
Internet use	1082	45	2245	94	917	38	4244	177
Computer software used	168	14	186	16	151	13	505	42
VCR Use	0	0	0	0	0	0	0	0
Microforms	4	1	2	0	0	0	6	1
CD ROM/Online databases	169	14	324	27	147	12	640	53
Typewriter use	0	0	0	0	0	0	0	0
Other equipment used	0	0	6	2	0	0	6	2
OTHER LIBRARY SERVICES USED								
Outreach activities	38	38	14	9		0	52	35
Notarized documents	8	2	4	1	1	0	13	3
Meeting Room Use (no. of group	42	14	58	19	24	8	124	41
Study room use	19	2	31	3	18	2	68	6
Proctoring	0	0	0	0	0	0	0	0
Tax Forms distributed	0	0	0	0	0	0	0	0
Pull Requests	0	0	0	0	0	0	0	0
IN-HOUSE USE ITEMS	74		357		219		650	
WIRELESS USE via patron owned pcs	198		156		69		423	
SELF-CHECKOUT USE	343		766		583		1692	
INTERLIBRARY LOANS								
Requests made for:	79	20	83	21	44	11	206	52
Items rec'd for:	55	28	85	43	36	18	176	88
Items requested by other libraries	0		0		0		0	
Items supplied to other libraries	0	0	0	0	0	0	0	0

REGISTRATIONS

Total Borrowers	7795	7969	4304	20068
Non-resident, paying	1	3	0	4
PLAC card users	0	4	1	5
Reciprocal borrowers	387	351	83	821
Number of New Patrons Added	56	65	48	169
Number of Patron Cards Expired	2	5	0	7

PROGRAMS

	DeMotte		Rensselaer		Wheatfield		TOTAL	HOURS SPENT
		Hrs.		Hrs.		Hrs.		
Programs for all ages	1	6	0	0	0	0	1	6
Children's Programs (0-13)	8	48	14	84	8	48	30	180
Number attending	128		130		182		440	
YA Programs (14-17)	0	0	1	6	0	0	1	6
Number attending	0		4		1		5	
Adult Programs	2	12	4	24	1	6	7	42
Number attending	98		70		17		185	
Senior Citizen Programs	12	72	7	42	3	18	22	132
Number attending	105		73		16		194	
Total Number of Programs	23	138	26	156	12	72	61	366
Total Persons Attending	331		277		216		824	
Total Attending Same Month Last	176		225		342		743	
Total Staff Hours Spent		366		432		246	1044	1032
Total Number of In-House Program	14		19		8		41	
Total Attendance	191		160		58		409	
Total Number of Outreach Program	9		7		4		20	
Total Attendance	140		117		158		415	

CIRCULATION BY PATRON CODE

PATRONS	DeMotte		Rensselaer		Wheatfield		ALL LIBRARIES	
	Items	% of	Items	% of	Items	% of	Items	% of
	Loaned	Total	Loaned	Total	Loaned	Total	Loaned	Total
Adult	7600	74.1%	7071	66.6%	4885	71.8%	19556	70.6%
Corporate	4	0.0%	73	0.7%	5	0.1%	82	0.3%
Juvenile 0-11	337	3.3%	550	5.2%	164	2.4%	1051	3.8%
Juvenile-AV	795	7.7%	958	9.0%	667	9.8%	2420	8.7%
Nonresident No Fee	38	0.4%	175	1.6%	121	1.8%	334	1.2%
Nonresident Fee	0	0.0%	11	0.1%	0	0.0%	11	0.0%
PLAC (state library card)	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Reciprocal Adult	443	4.3%	279	2.6%	81	1.2%	803	2.9%
Reciprocal Juvenile	0	0.0%	4	0.0%	1	0.0%	5	0.0%
Reciprocal Juvenile AV	10	0.1%	14	0.1%	3	0.0%	27	0.1%
Reciprocal YA	11	0.1%	6	0.1%	0	0.0%	17	0.1%
Reciprocal YA AV	6	0.1%	4	0.0%	1	0.0%	11	0.0%
School	0	0.0%	12	0.1%	0	0.0%	12	0.0%
School AV	0	0.0%	0	0.0%	0	0.0%	0	0.0%
St. Joseph College	0	0.0%	72	0.7%	0	0.0%	72	0.3%
Staff	624	6.1%	815	7.7%	579	8.5%	2018	7.3%
Walking books	95	0.9%	126	1.2%	0	0.0%	221	0.8%
YA 12-17	43	0.4%	67	0.6%	42	0.6%	152	3.2%
YA-AV	257	2.5%	383	3.6%	257	3.8%	897	3.2%
Total	10263		10620		6806		27689	

All items borrowed by nonresidents	508	4.9%	577	5.4%	207	3.0%	1292	4.7%
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**Salary Ordinance 2009
Updated 2/9/09**

Name	Classification	Present Hrly Wage	Start Date	Hrs Worked	Library
Jean Lambert	Tech Services Library Asst. 1	\$9.07	2/3/09	8	R
Mary Molenaar	Tech Services Specialist I	\$12.02	2/1/09	40	R

Jean Lambert has worked for the DeMotte Library as an Assistant Janitor since May 2005. In addition to her Assistant Janitor hours she will work 8 hours in the Technical Services department, assisting staff with processing of materials. This will allow materials to get out onto library shelves more quickly. We have so many material types that we process. Additional assistance was needed.

Mary Molenaar has worked as a Library Assistant in the Technical Services department since February 2001. She has been promoted to a Technical Services Specialist I. She has more than five years of library experience; has participated in numerous continuing education activities that have enhanced her job knowledge; and is using extensive independent judgment in daily work tasks.

We have examined and approved the changes to the 2009 Jasper County Public Library Salary Ordinance. Dated 2/9/09

_____	_____
_____	_____
_____	_____
_____	_____

**Resolution to Declare an Emergency and Apply
to the Department of Local Government Finance
for a Determination that an Emergency Exists**

The roof of the DeMotte Public Library, a branch of the Jasper County Public Library, leaks upon wind and rain. The roof has failed and needs to be replaced. The Jasper County Public Library Board is declaring an emergency in the matter of the DeMotte Public Library roof.

Whereas, the Jasper County Public Library Board, has declared an emergency in regards to the roof of the DeMotte Public Library, the Jasper County Library Board is applying to the Department of Local Government Finance to declare an emergency in the matter of the roof of the DeMotte Public Library.

ADOPTED THIS 9th DAY OF February, 2009.

NAY

AYE

Jody Matton
Mari Anne Sayler
Aimee Marie Egan
Susan Deardoff
Jean A. Flay
Timothy M. Schultz

ATTEST:

Jody Matton
Secretary of Jasper County Public Library Board

JCPL FINANCIAL STATEMENT

January 31, 2009

	<u>Beginning 2009 Balance</u>	<u>Current Month Disbursements</u>	<u>Y-T-D Disbursements</u>	<u>Current Month Receipts</u>	<u>Y-T-D Receipts</u>	<u>Ending Balance</u>
Operating Fund	\$586,496.58	\$145,263.62	\$145,263.62	\$4,834.98	\$4,834.98	\$446,067.94
Includes Investments of:						
Public Library Access Card Fund	\$60.00	\$60.00	\$60.00	\$30.00	\$30.00	\$30.00
Gift Fund	\$5,910.61	\$123.94	\$123.94	\$383.18	\$383.18	\$6,169.85
DeMotte	\$1,834.58	\$0.00	\$0.00	\$237.70	\$237.70	\$2,072.28
Rensselaer	\$2,369.46	\$116.92	\$116.92	\$45.78	\$45.78	\$2,298.32
Wheatfield	\$1,706.57	\$7.02	\$7.02	\$99.70	\$99.70	\$1,799.25
Library Improvement Reserve Fund	\$216,342.26	\$0.00	\$0.00	\$346.09	\$346.09	\$216,688.35
Includes Investments of:						
Bond & Interest Redemption Fund	\$109,471.48	\$159,802.50	\$159,802.50	\$0.00	\$0.00	(\$50,331.02)
Includes Investments of	\$0.00					
Rainy Day Fund	\$168,751.12	\$0.00	\$0.00	\$0.00	\$0.00	\$168,751.12
Includes Investments of	\$0.00					
State Technology Fund G	\$6,731.97	\$880.00	\$880.00	\$0.00	\$0.00	\$5,851.97
Capital Projects Fund	\$523,219.14	\$0.00	\$0.00	\$890.37	\$890.37	\$524,109.51
Includes Investments of	\$0.00					
Host/Hospitality Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Levy Excess Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Sales Tax	\$5.32	\$5.22	\$5.22	\$2.81	\$2.81	\$2.91
Construction Fund	\$186,153.76	\$0.00	\$0.00	\$250.89	\$250.89	\$186,404.65
Includes Investments of	\$0.00					
Petty Cash Funds	\$120.00	\$0.00	\$0.00	\$0.00	\$0.00	\$120.00
Cash Change Fund	\$90.00	\$0.00	\$0.00	\$0.00	\$0.00	\$90.00
Payroll Withholding Accts.						
FIT Tax Collected	\$0.00	\$6,711.82	\$6,711.82	\$6,711.82	\$6,711.82	\$0.00
FICA Tax Collected	\$0.00	\$6,254.90	\$6,254.90	\$6,254.90	\$6,254.90	\$0.00
State Tax Collected	\$2,770.46	\$2,770.46	\$2,770.46	\$2,941.23	\$2,941.23	\$2,941.23
County Tax Collected	\$1,982.26	\$1,982.21	\$1,982.21	\$2,136.23	\$2,136.23	\$2,136.28
Deferred Comp.	\$0.00	\$2,543.25	\$2,543.25	\$2,543.25	\$2,543.25	\$0.00
#125 Pre-tax Plan	\$0.00	\$2,219.41	\$2,219.41	\$2,219.41	\$2,219.41	\$0.00
Employee Life Insur.	\$0.00	\$145.80	\$145.80	\$145.80	\$145.80	\$0.00
Employee P.E.R.F.	\$6,532.65	\$6,532.65	\$6,532.65	\$2,250.33	\$2,250.33	\$2,250.33
Garnishments	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Credit Union	\$0.00	\$3,120.75	\$3,120.75	\$3,120.75	\$3,120.75	\$0.00
EIC	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL ALL FUNDS.....	\$1,814,637.61	\$338,416.53	\$338,416.53	\$35,062.04	\$35,062.04	\$1,511,283.12

Bank Balances
Jasper County Public Library
Report as of: 1/31/2009

<i>Bank</i>		
1	Alliance Bank	\$1,102,536.44
2	Demotte State Bank	\$5,443.68
3	Alliance Bank-LIRF Acct	\$216,688.35
5	Cash On Hand	\$210.00
6	Alliance Bank-Construction Ckg.	\$186,404.65
7		
8		
9		
10		
11		

Total all banks = \$1,511,283.12

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

Appropriation Report for 100 OPERATING FUND

Jasper County Public Library

Report Date: From 1/1/2009 To 1/31/2009

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent
<i>1. Personal Services</i>							
1.11 SALARY OF LIBRARIAN	\$54,835.00	\$0.00	\$54,835.00	\$4,447.73	\$4,447.73	\$50,387.27	8.1
1.12 SALARY OF ASSISTANTS	\$911,677.00	\$0.00	\$911,677.00	\$75,125.36	\$75,125.36	\$836,551.64	8.2
1.13 WAGES OF JANITORS	\$63,718.00	\$0.00	\$63,718.00	\$4,410.35	\$4,410.35	\$59,307.65	6.9
1.21 EMPLOYER'S SHARE-FICA	\$76,037.00	\$0.00	\$76,037.00	\$6,254.90	\$6,254.90	\$69,782.10	8.2
1.22 UNEMPLOYMENT COMPENSATION	\$4,867.00	\$0.00	\$4,867.00	\$542.62	\$542.62	\$4,324.38	11.1
1.23 EMPLOYER'S CONTRIB.- PERF	\$64,814.00	\$0.00	\$64,814.00	\$16,606.63	\$16,606.63	\$48,207.37	25.6
1.24 EMPLOYER'S CONTRIB.- INS.	\$84,247.00	\$0.00	\$84,247.00	\$6,084.43	\$6,084.43	\$78,162.57	7.2
Subtotal	\$1,260,195.00		\$1,260,195.00	\$113,472.02	\$113,472.02	\$1,146,722.98	9.0
<i>2. Supplies</i>							
2.11 OFFICIAL RECORDS	\$550.00	\$0.00	\$550.00	\$0.00	\$0.00	\$550.00	0.0
2.12 STATIONERY AND PRINTING	\$500.00	\$0.00	\$500.00	\$0.00	\$0.00	\$500.00	0.0
2.13 OTHER OFFICE SUPPLIES	\$10,500.00	\$0.00	\$10,500.00	\$619.27	\$619.27	\$9,880.73	5.9
2.21 CLEANING & SANITATION SUPPLIES	\$6,000.00	\$0.00	\$6,000.00	\$27.99	\$27.99	\$5,972.01	0.5
2.23 OTHER OPERATING SUPPLIES	\$4,800.00	\$0.00	\$4,800.00	\$89.96	\$89.96	\$4,710.04	1.9
2.31 BUILDING MATERIALS & SUPPLIES	\$1,000.00	\$0.00	\$1,000.00	\$0.00	\$0.00	\$1,000.00	0.0
2.32 PAINT AND PAINTING SUPPLIES	\$200.00	\$0.00	\$200.00	\$0.00	\$0.00	\$200.00	0.0
2.33 REPAIR PARTS	\$550.00	\$0.00	\$550.00	\$0.00	\$0.00	\$550.00	0.0
2.41 LIBRARY SUPPLIES	\$13,250.00	\$0.00	\$13,250.00	\$1,239.33	\$1,239.33	\$12,010.67	9.4
2.42 MARKETING SUPPLIES	\$200.00	\$0.00	\$200.00	\$0.00	\$0.00	\$200.00	0.0
Subtotal	\$37,550.00		\$37,550.00	\$1,976.55	\$1,976.55	\$35,573.45	5.3

<i>Account # Description</i>	<i>Annual Appropriation</i>	<i>Change to Appropriation</i>	<i>Current Appropriation</i>	<i>Disbursements This Month</i>	<i>Disbursements YTD</i>	<i>Balance</i>	<i>Percent</i>
<i>3. Other Services and Charges</i>							
3.13 LEGAL SERVICES	\$5,000.00	\$0.00	\$5,000.00	\$1,575.00	\$1,575.00	\$3,425.00	31.5
3.14 OTHER PROFESSIONAL SERVICES	\$5,670.00	\$0.00	\$5,670.00	\$340.00	\$340.00	\$5,330.00	6.0
3.21 TELEPHONE	\$3,600.00	\$0.00	\$3,600.00	\$259.40	\$259.40	\$3,340.60	7.2
3.22 POSTAGE	\$4,500.00	\$0.00	\$4,500.00	\$0.00	\$0.00	\$4,500.00	0.0
3.23 MILEAGE	\$20,355.00	\$0.00	\$20,355.00	\$551.18	\$551.18	\$19,803.82	2.7
3.24 PROFESSIONAL MEETINGS	\$7,944.00	\$0.00	\$7,944.00	\$542.00	\$542.00	\$7,402.00	6.8
3.25 FREIGHT	\$1,800.00	\$0.00	\$1,800.00	\$27.43	\$27.43	\$1,772.57	1.5
3.26 NETWORKING	\$31,200.00	\$0.00	\$31,200.00	\$0.00	\$0.00	\$31,200.00	0.0
3.31 ADVERTISING & PUBLIC NOTICES	\$1,100.00	\$0.00	\$1,100.00	\$0.00	\$0.00	\$1,100.00	0.0
3.33 MARKETING ADVERTISING	\$900.00	\$0.00	\$900.00	\$0.00	\$0.00	\$900.00	0.0
3.41 OFFICIAL BONDS	\$155.00	\$0.00	\$155.00	\$0.00	\$0.00	\$155.00	0.0
3.42 OTHER INSURANCE	\$23,667.00	\$0.00	\$23,667.00	\$1,719.00	\$1,719.00	\$21,948.00	7.3
3.51 GAS	\$50,000.00	\$0.00	\$50,000.00	\$4,888.75	\$4,888.75	\$45,111.25	9.8
3.52 ELECTRICITY	\$65,000.00	\$0.00	\$65,000.00	\$5,123.43	\$5,123.43	\$59,876.57	7.9
3.53 WATER	\$1,083.00	\$0.00	\$1,083.00	\$70.25	\$70.25	\$1,012.75	6.5
3.54 WASTE DISPOSAL SERVICES	\$4,550.00	\$0.00	\$4,550.00	\$462.25	\$462.25	\$4,087.75	10.2
3.61 BUILDING & STRUCTURES	\$51,090.00	\$0.00	\$51,090.00	\$8,262.77	\$8,262.77	\$42,827.23	16.2
3.62 EQUIPMENT REPAIRS	\$700.00	\$0.00	\$700.00	\$0.00	\$0.00	\$700.00	0.0
3.72 EQUIPMENT RENTALS	\$245.00	\$0.00	\$245.00	\$59.95	\$59.95	\$185.05	24.5
3.91 DUES	\$2,312.00	\$0.00	\$2,312.00	\$350.00	\$350.00	\$1,962.00	15.1
3.93 TAXES & ASSESSMENTS	\$325.00	\$0.00	\$325.00	\$0.00	\$0.00	\$325.00	0.0
3.94 TRANSFER TO LIRF	\$30,000.00	\$0.00	\$30,000.00	\$0.00	\$0.00	\$30,000.00	0.0
3.95 BOOK REIMBURSEMENT	\$100.00	\$0.00	\$100.00	\$0.00	\$0.00	\$100.00	0.0
3.96 PETTY CASH	\$120.00	\$0.00	\$120.00	\$0.00	\$0.00	\$120.00	0.0
3.98 MAINTENANCE/SERVICE CONTRACTS	\$77,054.00	\$0.00	\$77,054.00	\$1,891.00	\$1,891.00	\$75,163.00	2.5
Subtotal	\$388,470.00		\$388,470.00	\$26,122.41	\$26,122.41	\$362,347.59	6.7

<i>Account # Description</i>	<i>Annual Appropriation</i>	<i>Change to Appropriation</i>	<i>Current Appropriation</i>	<i>Disbursements This Month</i>	<i>Disbursements YTD</i>	<i>Balance</i>	<i>Percent</i>
<i>4. Capital Outlays</i>							
4.4 FURNITURE & EQUIPMENT	\$7,175.00	\$0.00	\$7,175.00	\$0.00	\$0.00	\$7,175.00	0.0
4.51 BOOKS	\$144,000.00	\$3,300.53	\$147,300.53	\$2,957.56	\$2,957.56	\$144,342.97	2.0
4.52 PERIODICALS & NEWSPAPERS	\$21,132.00	\$0.00	\$21,132.00	\$309.00	\$309.00	\$20,823.00	1.5
4.53 NONPRINTED MATERIALS	\$75,099.00	\$884.38	\$75,983.38	\$436.08	\$436.08	\$75,547.30	0.6
Subtotal	\$247,406.00	\$4,184.91	\$251,590.91	\$3,702.64	\$3,702.64	\$247,888.27	1.5
Grand Total	\$1,933,621.00	\$4,184.91	\$1,937,805.91	\$145,273.62	\$145,273.62	\$1,792,532.29	7.5

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

Appropriation Report for 120 RENS/DEM & WHTFLD BIRF
Jasper County Public Library

Report Date: From 1/1/2009 To 1/31/2009

<i>Account # Description</i>	<i>Annual Appropriation</i>	<i>Change to Appropriation</i>	<i>Current Appropriation</i>	<i>Disbursements This Month</i>	<i>Disbursements YTD</i>	<i>Balance</i>	<i>Percent</i>
<i>3. Other Services and Charges</i>							
3.14 OTHER PROFESSIONAL SERVICES	\$630.00	\$0.00	\$630.00	\$0.00	\$0.00	\$630.00	0.0
3.81 PAYMENT OF BONDS	\$220,000.00	\$0.00	\$220,000.00	\$0.00	\$0.00	\$220,000.00	0.0
3.82 INTEREST-BONDS	\$97,680.00	\$0.00	\$97,680.00	\$0.00	\$0.00	\$97,680.00	0.0
Subtotal	\$318,310.00		\$318,310.00	\$0.00	\$0.00	\$318,310.00	0.0
Grand Total	\$318,310.00	\$0.00	\$318,310.00	\$0.00	\$0.00	\$318,310.00	0.0

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

Appropriation Report for 130 LIRF FUND

Jasper County Public Library

Report Date: From 1/1/2009 To 1/31/2009

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent
<i>3. Other Services and Charges</i>							
3.14 OTHER PROFESSIONAL SERVICES	\$10,000.00	\$0.00	\$10,000.00	\$0.00	\$0.00	\$10,000.00	0.0
3.61 BUILDING & STRUCTURES	\$70,000.00	\$0.00	\$70,000.00	\$0.00	\$0.00	\$70,000.00	0.0
Subtotal	\$80,000.00	\$0.00	\$80,000.00	\$0.00	\$0.00	\$80,000.00	0.0
Grand Total	\$80,000.00	\$0.00	\$80,000.00	\$0.00	\$0.00	\$80,000.00	0.0

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

Appropriation Report for 151 RAINY DAY FUND

Jasper County Public Library

Report Date: From 1/1/2009 To 1/31/2009

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent
<i>3. Other Services and Charges</i>							
3.14 OTHER PROFESSIONAL SERVICES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0
3.61 BUILDING & STRUCTURES	\$23,000.00	\$0.00	\$23,000.00	\$0.00	\$0.00	\$23,000.00	0.0
Subtotal	\$23,000.00	\$0.00	\$23,000.00	\$0.00	\$0.00	\$23,000.00	0.0
<i>4. Capital Outlays</i>							
4.4 FURNITURE & EQUIPMENT	\$700.00	\$0.00	\$700.00	\$0.00	\$0.00	\$700.00	0.0
Subtotal	\$700.00		\$700.00	\$0.00	\$0.00	\$700.00	0.0
Grand Total	\$23,700.00	\$0.00	\$23,700.00	\$0.00	\$0.00	\$23,700.00	0.0

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

Appropriation Report for 160 CAPITAL PROJECTS FUND

Jasper County Public Library

Report Date: From 1/1/2009 To 1/31/2009

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent
<i>3. Other Services and Charges</i>							
3.14 OTHER PROFESSIONAL SERVICES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0
3.26 NETWORKING	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0
3.98 MAINTENANCE/SERVICE CONTRACTS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0
Subtotal	\$0.00		\$0.00	\$0.00	\$0.00	\$0.00	0.0
<i>4. Capital Outlays</i>							
4.4 FURNITURE & EQUIPMENT	\$47,000.00	\$0.00	\$47,000.00	\$0.00	\$0.00	\$47,000.00	0.0
4.53 NONPRINTED MATERIALS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0
Subtotal	\$47,000.00		\$47,000.00	\$0.00	\$0.00	\$47,000.00	0.0
Grand Total	\$47,000.00	\$0.00	\$47,000.00	\$0.00	\$0.00	\$47,000.00	0.0

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

Changes to Appropriations

<i>Date</i>	<i>Fund</i>	<i>Account</i>	<i>Amount</i>	<i>Reason</i>
1/2/2009	100 OPERATING FUND	4.51 BOOKS	\$3,300.53	Encumbered per Board Mtg Approval, 12/30/08
1/2/2009	100 OPERATING FUND	4.53 NONPRINTED MATERIALS	\$884.38	Encumbered per Board Mtg Approval, 12/30/08
1/2/2009	130 LIRF FUND	3.61 BUILDING & STRUCTURES	\$64,586.00	Encumbered per Board Mtg Approval, 12/30/08
1/19/2009	130 LIRF FUND	3.61 BUILDING & STRUCTURES	(\$64,586.00)	Board Negated encumbrance-contract voided
1/2/2009	151 RAINY DAY FUND	3.61 BUILDING & STRUCTURES	\$122,992.00	Encumbered per Board Mtg Approval, 12/30/08
1/19/2009	151 RAINY DAY FUND	3.61 BUILDING & STRUCTURES	(\$122,992.00)	Board Negated encumbrance-contract voided

Net Changes by Fund

<i>Fund Number</i>	<i>Net Change</i>
100	\$4,184.91
130	\$0.00
151	\$0.00

Voucher List

Jasper County Public Library

Report Date: From 1/1/2009 To 1/31/2009

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
27926	1	AARON'S LAWN CARE	1/12/2009	11/19/08-12/23/08 Snow Removal-DeM & Wh. Lib.	\$1,455.00
27927	2	TYSEN'S FAMILY FOOD CENTE	1/12/2009	After-school program expenses, Wh. Ch.	\$7.02
27928	3	ACE HARDWARE	1/12/2009	Staff Entry Doorbell-DeM. Lib	\$7.49
27929	4	ANTHEM BLUE CROSS & BLUE	1/12/2009	Annual Administrative Fee for COBRA Notification Services	\$306.00
27930	5	BLUETARP FINANCIAL, INC	1/12/2009	Floor Scraper	\$27.99
27931	6	CAPITAL ONE BANK (USA), NA	1/12/2009	DVDs, R-cash drawer keys, AVC Mtg expenses	\$278.95
27932	7	CULLIGAN OF KOUTS	1/12/2009	Water Cooler Rental-Wh. Lib.	\$9.95
27933	8	DEZELAN-GDM INSURANCE A	1/12/2009	Director & Officers Insurance Premium-2009	\$1,719.00
27934	9	EDUCATION NETWORKS OF A	1/12/2009	Internet Connections-Jan 2009	\$930.00
27935	10	FASE'S WATER TREATMENT &	1/12/2009	RedOut-6 bags @ DeM. Lib.	\$72.00
27936	11	GA FOODS GROUP	1/12/2009	Staff Christmas Party-Rens.	\$116.92
27937	12	GARDEN GATE	1/12/2009	Wh. Magazine Subsc-2 yr	\$38.00
27938	13	HERITAGE OFFICE PRODUCT	1/12/2009	Replacement name tag - Jung	\$10.50
27939	14	INDIANA CHAMBER	1/12/2009	Membership Dues-1/1/09-12/31/09	\$350.00
27940	15	INDIANA DEPARTMENT OF EN	1/12/2009	Annual Public Water System Fee-DeM & Wh. Lib	\$200.00
27941	16	INDIANA DEPARTMENT OF HO	1/12/2009	Annual Elevator Operating Certificate Fee -DeM. Lib.	\$120.00
27942	17	INDIANA DEPT. OF WORKFOR	1/12/2009	Unemployment Compensation, 4th quarter 2008	\$542.62
27943	18	INDIANA STATE LIBRARY	1/12/2009	PLAC Card Sales, 4th Quarter 2008	\$60.00
27944	19	JASPER COUNTY HOSPITAL	1/12/2009	DeM. Lib Water Testing, Coliform & Nitrates, 12/08	\$34.00
27945	20	IUPUI	1/12/2009	Indianapolis Youth Literature Conference, 1/31/09, A. Barton & N. Phillips	\$170.00
27946	21	KARA MULVIHILL	1/12/2009	Talking Books Mileage-Rens., Dec 2008	\$8.48
27947	22	LAFAYETTE BANK AND TRUST	1/12/2009	Safe Deposit Box rental-2009	\$50.00
27948	23	LIBRARY OF CONGRESS	1/12/2009	Cataloging.. Free-Floating Subdivisions, 21st Ed, 2009	\$35.00
27949	24	MIDWEST TAPE	1/12/2009	Audiobook Cases & Sleeves (empty)	\$1,064.97
27950	25	PRAIRIE WRITERS GUILD	1/12/2009	From the Edge of the Prairie books (2007 & 2008)	\$84.75
27951	26	PRECISION CONTROL SYSTE	1/12/2009	4th Qtr Mtnce-2008; Condenser fan on Chiller repair-Rens; Transformer fusers blown, replaced contactors (two incidences), VAV Reheat Coils replaced @ DeM.	\$5,724.80
27952	27	PREMIER WASTE & RECYCLIN	1/12/2009	Trash Service, 1/1/09-3/31/09 Demotte Lib.	\$150.00
27953	28	PUBLIC EMPLOYEES' RETIRE	1/12/2009	4th Qtr 2008 PERF Annuity & Pension Contributions	\$23,139.28
27954	29	QUILL CORPORATION	1/12/2009	Typewriter ribbons, copy paper, strapping tape, heavy-weight paper, printer cartridge & drums, Fluorescent labels	\$783.13
27955	30	RAND MCNALLY & COMPANY	1/12/2009	Commercial Atlas	\$300.81
27956	31	ROEING CORPORATION	1/12/2009	ARC Server Backup Annual Mtnce for Windows & Client Agent	\$201.00
27957	32	AUSTIN BOOK SALES	1/12/2009	Continuation Books - Opportunities in..	\$83.16
27958	33	BAKER & TAYLOR	1/12/2009	Books: Continuations, Automatically Yours series; A-V	\$1,805.45
27959	34	BAKER & TAYLOR ENTERTAIN	1/12/2009	DVDs	\$36.42
27960	35	H. W. WILSON COMPANY	1/12/2009	4 yr. Public Library Catalog & Supplements, 13th ed	\$840.00
27961	36	ALLIED WASTE SERVICES #71	1/9/2009	Trash Service @Wh. Lib, January 2009	\$51.00
27962	37	ANTHEM BLUE CROSS BLUE S	1/9/2009	Health Insurance Premium-January - 17 employees	\$8,044.71
27963	38	ANTHEM LIFE	1/9/2009	Life Ins Premium-January	\$81.59
27964	39	BANK OF NEW YORK	1/9/2009	2004 Bond Payment	\$159,802.50
27965	40	EDWARD YOUNG	1/9/2009	Courier Mileage: 12/16/08-12/31/08	\$245.70
27966	41	EMBARQ	1/9/2009	Rensselaer Local Phones-January 2009	\$138.82
27967	42	FIRST TRUST CREDIT UNION	1/9/2009	Direct Deposits w/held from 09 JAN 09 Payroll-6 participants	\$1,615.56
27968	43	GREAT-WEST RETIREMENT S	1/9/2009	Annuity Contributions from 09 JAN 09 Payroll - 8 participants	\$1,285.00

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
0	44	INDIANA DEPARTMENT OF RE	1/20/2009	State & County Tax w/held DEC 2008, Verif #41, Ref #72047	\$4,752.67
0	45	IRS USA TAXPAYMENT	1/12/2009	FICA & Federal Taxes w/held 9 January 09, Ref #00115795	\$9,653.10
27969	46	OED OFFICE OF ENERGY & DE	1/9/2009	4th Qtr Pymt PFEED Loan of 2002	\$2,402.97
27970	47	RENSSELAER REPUBLICAN	1/9/2009	Annual Rn Newspaper Subsc - 1/11/09-1/11/10	\$115.00
27971	48	TOWN OF DEMOTTE	1/9/2009	Sewer Service-DeM, November 2008	\$68.42
27972	49	VISION SERVICE PLAN- (IN)	1/9/2009	Vision Premium, 17 employees-January 2008	\$145.34
0	50	PAYROLL	1/9/2009	PAYROLL	\$42,611.31
27973	51	DUMAS, WEIST & MAHNESMIT	1/9/2009	Legal Consultations: Roofing Project (10/15/08-1/5/09)	\$1,575.00
27974	52	INFORMATION TODAY, INC.	1/12/2009	Computers In Libraries Conference, 3/30-4/1/09, Sheila Maxwell	\$234.00
27975	53	USA TODAY	1/9/2009	Annual Newspaper Subscription-DeM. Lib. Exp 1/4/2010	\$156.00
27976	54	TOWN OF WHEATFIELD SEW	1/12/2009	Sewer services @ Wh. Lib, January 2009	\$56.65
27977	55	NIPSCO	1/12/2009	Utilities, 12/1/08-1/2/09, Wh. Lib	\$2,025.15
27978	56	AFLAC	1/23/2009	Supplemental Ins. Premium-January 2009	\$168.00
27979	57	CITY OF RENSSELAER	1/23/2009	Utilities-Rens Lib, 12/9/08-1/9/09	\$4,034.21
27980	58	EDWARD YOUNG	1/23/2009	Courier Mileage: 1/1/09-1/15/09	\$297.00
27981	59	EMBARQ	1/23/2009	Wheatfield Local Phones-January 2009	\$63.99
27982	60	EMBARQ COMMUNICATIONS I	1/23/2009	Long Distance Calls, DeM, Wh. & Rens Lib, 12/8/08-1/7/09	\$56.59
27983	61	FIRST TRUST CREDIT UNION	1/23/2009	Direct Deposits w/held from 23 JAN 09 Payroll-6 participants	\$1,505.19
27984	62	GREAT-WEST RETIREMENT S	1/23/2009	Annuity Contributions from 23 JAN 09 Payroll - 8 participants	\$1,258.25
27985	63	INDIANA DEPARTMENT OF RE	1/23/2009	Sales and Use Tax for 2008	\$5.22
27986	64	INDIANA LIBRARY FEDERATIO	1/23/2009	ILF Legislative Day-Douthit, Stringfellow	\$105.00
0	65	IRS USA TAXPAYMENT	1/26/2009	FICA & Federal Taxes w/held 23 January 09, Ref #00736665	\$9,568.52
27987	66	NIPSCO	1/23/2009	Utilities, 12/08/08-1/9/09, DeMotte Lib	\$4,159.25
0	67	PAYROLL	1/23/2009	PAYROLL	\$41,372.13

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
Total Amount of Claims					\$338,416.53

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Friday, January 30, 2009

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 3 pages, and except for vouchers not allowed as show on the Register such vouchers are allowed in the total amount of \$338,416.53

Date this 10th day of February, 2009.

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

JASPER COUNTY PUBLIC LIBRARY

Receipt Breakdown

January 31, 2009

	<u>THIS MONTH</u>	<u>YEAR-TO-DATE</u>	<u>TOTAL RECEIPTS THIS MONTH</u>	<u>TOTAL RECEIPTS YEAR-TO-DATE</u>
FEES & FEES:			\$3,053.29	\$3,053.29
DeMotte	\$1,135.22	\$1,135.22		
Rensselaer	\$1,211.79	\$1,211.79		
Wheatfield	\$706.28	\$706.28		
PHOTOCOPIES:			\$562.55	\$562.55
DeMotte	\$220.10	\$220.10		
Rensselaer	\$204.90	\$204.90		
Wheatfield	\$137.55	\$137.55		
INTEREST:			\$1,127.15	\$1,127.15
Checking/Repurchase/Savings/CD's	\$1,127.15	\$1,127.15		
TAXES:			\$0.00	\$0.00
Property Tax	\$0.00	\$0.00		
License Excise Tax	\$0.00	\$0.00		
Financial Institution Tax	\$0.00	\$0.00		
CVET(Commercial Vehicle Excise)	\$0.00	\$0.00		
Local Option/Certified Shares	\$0.00	\$0.00		
Local Option/Property Tax Repl.	\$0.00	\$0.00		
TAXABLE SALES:-.....			\$39.99	\$39.99
REFUNDS:			\$52.00	\$52.00
Rebates/Refund	\$0.00	\$0.00		
Insurance Claims/Reimbursements	\$0.00	\$0.00		
Meeting Room Rental	\$50.00	\$50.00		
Reimbursement	\$0.00	\$0.00		
Grant Reimbursements	\$0.00	\$0.00		
Miscellaneous Receipts	\$2.00	\$2.00		
TOTAL OPERATING FUND RECEIPTS.....			\$4,834.98	\$4,834.98
PLAC FUND:-.....			\$30.00	\$30.00
GIFT FUNDS:			\$383.18	\$383.18
DeMotte	\$237.70	\$237.70		
Rensselaer	\$45.78	\$45.78		
Wheatfield	\$99.70	\$99.70		
LIB. IMPROV. RESERVE FUND: (Interest).....			\$346.09	\$346.09
BOND & INTEREST REDEMPTION FUND:			\$0.00	\$0.00
Property Tax	\$0.00	\$0.00		
License Excise Tax	\$0.00	\$0.00		
Financial Institution Tax	\$0.00	\$0.00		
CVET(Commercial Vehicle Excise)	\$0.00	\$0.00		
RAINY DAY FUND:			\$0.00	\$0.00
Special CAGIT Distribution	\$0.00	\$0.00		
Interest Earned	\$0.00	\$0.00		
STATE TECHNOLOGY FUND GRANT FUND:-.....			\$0.00	\$0.00
CAPITAL PROJECTS FUND:			\$890.37	\$890.37
Interest Earned	\$890.37	\$890.37		
Property Tax	\$0.00	\$0.00		
License Excise Tax	\$0.00	\$0.00		
Financial Institution Tax	\$0.00	\$0.00		
CVET(Commercial Vehicle Excise)	\$0.00	\$0.00		
HOST/HOSPITALITY FUND:-.....			\$0.00	\$0.00
LEVY EXCESS FUND:-.....			\$0.00	\$0.00
ES TAX:-.....			\$2.81	\$2.81
CONSTRUCTION FUND:			\$250.89	\$250.89
Int. Earned(Chkg.,CD's,Escrow)	\$250.89	\$250.89		
CASH CHANGE FUND			\$0.00	\$0.00
SUB-TOTAL (page 1).....			\$6,738.32	\$6,738.32

WITHHOLDING ACCOUNT FUNDS:

			\$28,323.72	\$28,323.72
FIT Tax Collected	\$6,711.82	\$6,711.82		
FICA Collected	\$6,254.90	\$6,254.90		
State Tax Collected	\$2,941.23	\$2,941.23		
County Tax Collected	\$2,136.23	\$2,136.23		
Deferred Comp Plan	\$2,543.25	\$2,543.25		
Pre-tax Insurance Plans	\$2,219.41	\$2,219.41		
Life Insurance	\$145.80	\$145.80		
PERF	\$2,250.33	\$2,250.33		
Garnishments	\$0.00	\$0.00		
Credit Union	\$3,120.75	\$3,120.75		
EIC	\$0.00	\$0.00		
Repayment	\$0.00	\$0.00		
TOTAL RECEIPTS - ALL FUNDS.....			\$35,062.04	\$35,062.04

Voucher List**Jasper County Public Library****Report Date: From 2/1/2009 To 2/28/2009**

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
27988	68	AARON'S LAWN CARE	2/9/2009	12/31/08-1/19/09 Snow Removal-DeM & Wh. Lib.	\$2,130.00
27989	69	ACCUCUT	2/9/2009	Die Cuts of the Alphabet and Numbers	\$538.65
27990	70	ACE HARDWARE	2/9/2009	Replacement parts for the Mens Room Bathroom Toilet-DeM.	\$35.75
27991	71	ACP DIRECT	2/9/2009	Ink Cartridges, LaserJet Toners	\$387.10
27992	72	ALLSOURCE TELECOM, LLC	2/9/2009	Corrected problem with Voice mail-DeM. Lib	\$110.00
27993	73	AVC CORPORATION	2/9/2009	2009 Annual Financial Computer Support	\$1,188.00
27994	74	BAKER & TAYLOR	2/9/2009	Books: Continuations, Automatically Yours series; A-V	\$3,291.47
27995	75	BAKER & TAYLOR ENTERTAIN	2/9/2009	DVDs	\$333.91
27996	76	BLUETARP FINANCIAL, INC	2/9/2009	Replacement Blade for Floor Scraper	\$8.29
27997	77	BORDERS	2/9/2009	Books and DVDs	\$771.29
27998	78	BOYCE FORMS/SYSTEMS	2/9/2009	W-2's, W-3's, 1099's	\$70.26
27999	79	BRENDA THOMPSON	2/9/2009	Mileage: Books to Bridges, AWE Training, Dept Head Mtg, ASK Committee Mtg	\$146.48
28000	80	CAPITAL ONE BANK (USA), NA	2/9/2009	Airline Reserv., Expenses for Books2Bridges, Monterey Public Lib, Directors Mtg, AV Trip, Whats Next Seminar, and the Floor Stripping Project	\$3,035.06
28001	81	CARDINAL OFFICE PRODUCT	2/9/2009	ARM207E Copier-Rens	\$1,800.00
28002	82	CAROLYNN DeVRIES	2/9/2009	Mileage: Scrapping Supplies for Class	\$36.30
28068	83	CULLIGAN OF KOUTS	2/9/2009	Water Cooler Rental and Water-Wh. Lib.	\$40.65
28004	84	DEMCO	2/9/2009	48 Rolls of Scotch Magic Tape	\$184.60
28005	85	DEX	2/9/2009	Phone Book Advertisement-Feb, March, April 2009	\$270.75
28006	86	DUMAS, WEIST & MAHNESMIT	2/9/2009	Legal Consultations: Boiler Project (10/30/08-11/10/08)	\$306.25
28007	87	EDUCATION NETWORKS OF A	2/9/2009	Internet Connections-Jan 2009	\$930.00
28008	88	FASE'S WATER TREATMENT &	2/9/2009	RedOut-5 bags @ DeM. Lib.	\$60.00
28009	89	GA FOODS GROUP	2/9/2009	Management Mtg Expenses	\$22.30
28010	90	GAIL JUNG	2/9/2009	Rensselaer Petty Cash: Postage, Batteries, Plaster Paris	\$54.10
28011	91	GAIL JUNG	2/9/2009	Wheatfield Petty Cash: Coffee, Sweetner, and Creamer for Café, Craft Supplies	\$19.03
28012	92	GAIL JUNG	2/9/2009	Mileage: Document Delivery, Post Office, Bank Dep, Deliver Bd Packets, WalMart, Kerns Hardware	\$10.53
28013	93	GALE	2/9/2009	Books	\$61.46
28014	94	HR SPECIALIST	2/9/2009	HR Specialist Subscription, 3/1/09-2/28/10	\$97.00
28015	95	INDIANA CHAMBER	2/9/2009	State and Federal Laminated Posters	\$41.70
28016	96	FACTS ON FILE	2/9/2009	Career Guidance Database Subsc. (1/18/09-1/17/10)	\$558.40
28017	97	INSPIRATIONAL DISTRIBUTOR	2/9/2009	Christian Books	\$25.90
28018	98	INTELLIGENT CLEANING SYST	2/9/2009	Facial Tissue, Toilet Tissue, Multi-Fold Towels, Paper Towels, Trash Can Liners, Mops, Mop Handle, Floor Finish, Sealant	\$606.27
28019	99	JENNIFER L. DOUTHIT	2/9/2009	Mileage: Librarians Council Mtg, What's Next Wksp	\$106.70
28020	100	JOSEPH ZELLON	2/9/2009	Mileage: Ace Hardware, Recycle, Courier Deliveries, Between Branches for Maintenance	\$99.69
28021	101	JOURNAL AND COURIER	2/9/2009	Journal & Courier Subsc, 2/11/09-2/10/10 (Rens. Lib.)	\$147.85
28022	102	KARA MULVIHILL	2/9/2009	Talking Books Mileage-Rens., Jan 2009	\$10.67
28023	103	KNOWBUDDY RESOURCES	2/9/2009	Books	\$460.35
28024	104	KONE, INC.	2/9/2009	1st Qtr 2009 Elevator Mtnc Contract	\$450.51
28025	105	LEARNINGEXPRESS, LLC	2/9/2009	LearningExpress Database Subsc - Tests & Courses, 1/15/09-1/14/10	\$1,536.55
28026	106	L. CHANDLER BAUSMAN	2/9/2009	Reimbursement for processing fees on returned items	\$25.00
28027	107	LINDA POORTENGA	2/9/2009	Beads for Craft Programs, Mileage: Evergreen Wksp, Librarians Council, Lifelong Learning Network, Database Committee	\$124.27

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
28028	108	MARIA PEREZ	2/9/2009	Reimbursement for returned book	\$16.95
28029	109	McDANIEL FIRE SYSTEMS, INC	2/9/2009	DeM & Ren Fire Alarm Inspection, Additional two 5 yr internal inspections	\$2,392.00
28030	110	MIDWEST TAPE	2/9/2009	DVDs	\$176.90
28031	111	MOOLENAAR SUPREME LAWN	2/9/2009	2009 Annual Lawn Fertilization & Grub Control Applications- Dem & Rens. Lib	\$845.00
28032	112	MOVIE LICENSING USA	2/9/2009	Site Licenses for Movie Copyright Compliance, 2008 - Wh & Rens Libraries (Lic #186929001)	\$480.00
28033	113	NANCY PHILLIPS	2/9/2009	Storytime Crafts, Book Buddy Supplies	\$24.70
28034	114	OFFICE DEPOT	2/9/2009	Filament Tape, Acitape, Binders	\$66.61
28035	115	ORIENTAL TRADING CO., INC	2/9/2009	Craft Materials	\$35.94
28036	116	PATTY STRINGFELLOW	2/9/2009	Phone Calls due to closures, Mileage: Contract Signature, Evergreen Mtg, Director Mtg, LLN Mtg	\$182.45
28037	117	PEGGY WOODS	2/9/2009	Mileage: AV shopping, Conference @ISL	\$78.64
28038	118	POSTMASTER	2/9/2009	Stamps:4000- Forever Stamps, 40-\$.01, 20-\$.02, 60-\$.10, 100-\$.1.00	\$1,786.80
28039	119	PRECISION CONTROL SYSTE	2/9/2009	Reset pump and fan starters, resetboiler flame safe guard due to power outage-Rens	\$499.50
28040	120	QUILL CORPORATION	2/9/2009	Printer drum & cartridges, correction tape, date stamp, file folders, envelopes, tape, indexes, pens, copy & contact & construction paper, staples, markers, paper & binder clips, highlighters, steno pads	\$1,129.62
28041	121	RACHAEL CAVINDER	2/9/2009	Mileage: Deposits, AV shopping, KV reading Council Mtg, Summer Reading Mtg	\$76.18
28042	122	RAYANN GILMORE	2/9/2009	Mileage: Excel class for Staff	\$24.20
28043	123	SHERRY THOMPSON	2/9/2009	Reimbursement on returned DVD	\$7.00
28044	124	SMART APPLE MEDIA	2/9/2009	Books	\$184.50
28045	125	SUE TOBIAS	2/9/2009	Mileage: Bank Deposits and Post Office for ILL delivery, Court House for Delivery of Documents	\$14.85
28046	126	TARA L. JONES	2/9/2009	Reimbursement for Returned Book	\$15.99
28047	127	THE LIBRARY CORPORATION	2/9/2009	TLC/PC Cop Communication	\$2,999.00
28048	128	TLC HOME IMPROVEMENTS, L	2/9/2009	Snow Removal, 12/01/08-1/30/09 Rens. Lib.	\$1,820.00
28049	129	TRU-GREEN LIMITED PARTNE	2/9/2009	32 Bags of Ice Melt	\$352.00
28050	130	TYSEN'S COUNTRY GROCERY	2/9/2009	Program Refreshments	\$5.92
28051	131	UNIQUE MANAGEMENT SERVI	2/9/2009	Initial & Secondary Placements-December 2008	\$135.64
28052	132	WAL-MART COMMUNITY BRC	2/9/2009	Blank CD's, Tape refill, DVDs, Trash Bags, Magazine	\$330.39
28053	133	H.L. MOHLER & ASSOCIATES	2/9/2009	DeM Reroof Contract	\$807.50
28054	134	PURDUE UNIVERSITY	2/9/2009	Guide to Grant Writing Seminar	\$150.00
150183	135	DEMCO	2/9/2009	Custom Wall and Counter Sign	\$117.62
28055	136	JASPER COUNTY CES ED. FU	2/9/2009	Three Classes geared toward Supervisors and their work	\$90.00
28056	137	ALLIED WASTE SERVICES #71	2/10/2009	Trash Service @Wh. Lib, February 2009	\$49.96
28057	138	ANTHEM BLUE CROSS BLUE S	2/10/2009	Health Insurance Premium-February - 17 employees	\$8,044.71
28058	139	ANTHEM LIFE	2/10/2009	Life Ins Premium-February	\$88.49
28059	140	EDWARD YOUNG	2/10/2009	Courier Mileage: 1/16/09-1/31/09	\$330.00
28060	141	FIRST TRUST CREDIT UNION	2/10/2009	Direct Deposits w/held from 10 FEB 09 Payroll-6 participants	\$1,527.90
28061	142	GREAT-WEST RETIREMENT S	2/10/2009	Annuity Contributions from 10 FEB 09 Payroll - 8 participants	\$1,285.00
0	143	INDIANA DEPARTMENT OF RE	2/20/2009	State & County Tax w/held Jan 2009, Verif #35, Ref #59765	\$5,077.46
0	144	IRS USA TAXPAYMENT	2/11/2009	FICA & Federal Taxes w/held 10 February 09, Ref #00243640	\$9,878.46
28062	145	TOWN OF DEMOTTE	2/10/2009	Sewer Service-DeM, December 2008	\$68.42
28063	146	TOWN OF WHEATFIELD SEW	2/10/2009	Sewer services @ Wh. Lib, February 2009	\$56.65
28064	147	VISION SERVICE PLAN- (IN)	2/10/2009	Vision Premium, 17 employees-February 2009	\$162.86
0	148	PAYROLL	2/10/2009	PAYROLL	\$42,730.95
28065	149	ANGELA BARTON	2/10/2009	Mileage: B2B Mtg, AV shopping, Vendor for Gumdrop, Summer Rdg Wksp, IUPUI Childrens Lit Conf.	\$303.05
28066	150	EMBARQ	2/10/2009	Rensselaer Local Phones-February 2009	\$139.78

Printed on Monday, February 09, 2009

Page 2 of 3

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
28067	151	NIPSCO	2/10/2009	Utilities, 1/2/09-2/2/09, Wh. Lib	\$2,307.67
28069	152	NIPSCO	2/10/2009	Utilities, 1/9/09-2/5/09, DeMotte Lib	\$4,694.15
Total Amount of Claims					\$111,724.50

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Monday, February 09, 2009

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 3 pages, and except for vouchers not allowed as show on the Register such vouchers are allowed in the total amount of \$111,724.50

Date this 9th day of February, 2009.

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

MARCH

Agenda
Jasper County Public Library
Board of Trustees Meeting
Monday, March 30, 2009, 4pm
Rensselaer Public Library

Opening of Meeting

Moment of Silence

Additional Appropriation Hearing

Adjournment

NOTICE TO TAXPAYERS OF PROPOSED ADDITIONAL APPROPRIATIONS

Notice is hereby given the taxpayers of the Jasper County Public Library, Jasper County, Indiana that library board members of the Jasper County Public Library at their regular meeting place at the Rensselaer Library, 208 W. Susan, Rensselaer, IN at 4:00 o'clock p.m., on the 30th day of March, 2009 will consider the following additional appropriation in excess of the budget for the current year for the Rainy Day Fund.

RAINY DAY FUND:

3.61 Repairs and maintenance	\$150,000
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TOTAL for Rainy Day Fund:	\$150,000
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Taxpayers appearing at the meeting shall have a right to be heard. The additional appropriations as finally approved will be referred to the Department of Local Government Finance. The Department of Local Government Finance will make a written determination as to the sufficiency of funds to support the appropriations made within fifteen (15) days of receipt of a Certified Copy of the action taken.

Susan Deardorff
President of the Library Board

Jody Melton
Secretary of the Library Board

March 9, 2009

Agenda
Jasper County Public Library
Board of Trustees Meeting
Monday, March 9, 2009, 7pm
Rensselaer Public Library

Opening of Meeting

Moment of Silence

Approval of Consent Agenda & Consent Agenda Items

Action

Minutes of February Board Meeting
Bills/Financial Reports
Policy Review (R 22)
Outstanding Check from 2006 (R 22)
Workshop Request (R 22)

General Business

Capital Projects Fund (R15; R 22)
Additional Appropriation (R 22-R 23)
Harry Mohler Contract (R 23)
Compression Increase (R 23)

Action
Action
Discussion
Discussion

Director's Report (R22-R26)

Information

Items for Future Agendas

Public Forum

Adjournment

MINUTES

Jasper County Public Library Board of Trustees

7:04 PM

February 9, 2009

Rensselaer Library

Present: Jody Melton, Anne-Marie Egan, Susan Deardorff, Mari Anne Sayler, Timothy Schultz Jr., Joan Floyd. **Absent:** Natalie Waling. **Others Present:** Patricia Stringfellow, Gail Jung, Kent Mahnesmith, Harry L. Mohler, Brenda Thompson, Linda Poortenga, Angela Barton.

Agenda & Consent Agenda Approval: A-M Egan moved, seconded by M. Sayler, to approve the January Board Meeting minutes of January 12th and January 19th, monthly bills, and financial reports, Salary Ordinance Update, Staff Code of Ethics Policy, Gift Policy, SDD Closure Day, and Workshop approvals. Motion was unanimously approved.

Resolution to Declare Emergency-DeMotte Roof: The roof at the DeMotte Library leaks during wind and rain storms and needs to be replaced as soon as possible. The board acknowledged that an emergency exists and signed a resolution requesting the Department of Local Government Finance to declare that an emergency exists. Motion was made by A-M Egan, seconded by T. Schultz. If DLGF approves that an emergency exist, they could give us a verbal approval upon application for an additional appropriation.

Steve's Specialized Services Contract Reimbursement: The board reviewed the list of fees presented by Steve Clapp for costs incurred after he was awarded the contract as low bidder for the DeMotte Roof on Dec 8, 2008. H. L. Mohler will reimburse S. Clapp for the costs of bid documents. The board offered to reimburse S. Clapp \$3100 of the \$3385 balance based on the fact that personal time was an estimate. J. Melton moved, seconded by M. Sayler, to reimburse Steve's Specialized Services \$3100 for expenses provided he sign a release from liability agreement drawn up by our attorney, and provides documentation of accountant and attorney fees. Motion passed unanimously.

The board went on to discuss post-bid inspection responsibilities. On a motion by J. Melton, seconded by T. Schultz, our attorney will review the contract documents between the library and H. L. Mohler & Associates. Motion passed unanimously. K. Mahnesmith will report his findings at the next board meeting.

DeMotte Library Boiler/Flue Installation: A 3" flue piping was installed on the new boilers in November. This was not in accordance with the specifications, and the manufacturer would not warranty the boilers with this size piping. Bloomfield Corporation is re-installing 4" vents as required by the manufacturer on Feb 9-10, 2009. The state inspector, Craig Hendrickson, will be summoned to inspect the two boilers, and our insurance agent will be notified of the new boilers. H. Mohler indicated that venting for the pressure regulators is a matter for consideration. He will provide a letter for the library regarding his recommendations.

Rensselaer Annual Librarian Reports: L. Poortenga and A. Barton presented an informative PowerPoint presentation outlining the programs and services they offered in 2008. Several of their programs centered on autism which was the theme for the Jasper County Read initiative. Not a week goes by that the library doesn't offer some type of program for patrons. The Family Winter Read program, International Taste of Chocolate, Swarovski beading classes, monthly Euchre and Pinochle, Go Green series, AARP Tax program, Party Dance Steps class, Fall Festival,

etc. were especially popular with patrons. The library continues to promote the Christmas Tree Walk, Blood Drives, free blood pressure screening, free test proctoring, etc. Some of the more popular children programs include Saturday morning movie matinees, teen video game nights, Turn-Off TV week, Third Thursday Club, book buddies, Santa visits, the 'coffee house' evening for YA, and of course summer reading. Many of our children programs are supported through the generous donations of many Rensselaer community businesses, Friends Group, and REMC grant. We continue to offer outreach programs to adults and children and joined the *Books to Bridge the Region* program enveloping several northwest Indiana counties.

A Ready Reference section has been created to make frequently used reference materials more visible behind the adult reference desk. Rensselaer Library purchased a beautiful CD display so patrons can easily see what the library has in its collection. VHS/DVD's were moved to a more visible area on taller shelving as requested in our patron survey. The teens have their own CD collection in their section and the children videos are separate from the main collection and displayed in the children's department with new lighting above them. The Friends Group purchased another patron favorite, an oversized leather easy chair and matching ottoman for the reading area.

Staff training and retention are important to our library. Staff Development Day received high marks from staff this past year. The Indiana State Library offers many training classes and workshops to encourage staff to grow in their field of expertise. The more knowledgeable and experienced staff are, the more they can assist patrons.

Goals for 2009 include carpet replacement and painting of workroom and staff areas, creating a Graphics Novel section in YA area, concentrating on programs targeting homeschoolers, doing a book talk at High School, starting a Saturday Afternoon Family Reading Program, staff retention and more training in database searching and reference resources, keeping collections up-to-date and continuing to evaluate circulation and reference materials.

Director's Report: The NILBA dinner on March 5th will be held at Strongbow Inn in Valparaiso. The focus of the meeting will be on consolidation. Invitations will soon be mailed. Contact P. Stringfellow if you wish to attend.

The library received the balance of last year's tax revenues on February 3rd. License excise and investment revenue fell short of expected figures but the library still receipted in 98% of its anticipated revenue for year 2008.

Embarq contacted the library informing them the residuals from the payphones are not covering maintenance expenses. This service is currently provided at no charge. To keep the phones the library would need to pay a minimum of \$50 per month per phone. We have opted not to do this so Embarq will remove the payphones at the Wheatfield and Rensselaer Libraries sometime during February 2009.

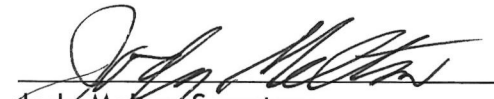
A carpet pattern was selected at the Rensselaer Library to replace the defective workroom and office areas. The interior designer who wrote the original specs for this project has evaluated the specs for the replacement carpet and has indicated that it is actually a bit of an upgrade. The selected carpet is similarly colored. Lee Company is considering whether the selected pattern will work with padding. A determination has not yet been made. We do know that the re-carpeting project will be messy and dirty and that all items must be removed from the workroom. The total

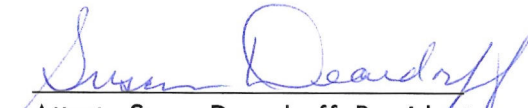
project is expected to take approximately 3 days. We hope to spread it out over a Sunday-Tuesday period reducing the number of days we would need to be closed. Lead time is a minimum of 4-6 weeks. Furniture movers have provided an estimate that has been forwarded to Quality Floors.

Future Agenda:

Compression Wage Increases and H.L. Mohler & Associates contract

Adjournment: With no further matters for discussion, J. Melton moved to adjourn at 8:35 PM.


Jody Melton, Secretary


Attest: Susan Deardorff, President

CIRCULATION BY HOLDINGS CODE
February 2009

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
Award Winner JBIO (DAJBIO)	0	0	0	0
Award Winner JE (DAJE)	0	0	0	0
Award Winner JFIC (DAJFIC)	0	0	0	0
Award Winner JNF (DAJNF)	0	0	0	0
Award Winner JPFIC (DAJBPF)	0	0	0	0
Award Winning fiction (DAWFIC)	47	2	14	63
Award Winning non-fiction (DAWN)	6	1	0	7
Award Winner YAFIC (DAYAF)	0	0	0	0
Award Winner YAPFIC (DAYPBF)	0	0	0	0
Biography (DBIO)	30	11	1	42
Books on CD (DBKCD)	127	3	4	134
Books on Tape (DBKT)	12	1	1	14
Compact Disc (DCD)	479	15	6	500
Digital Audiobooks (DDA)	1	1	0	2
DVD (DDVD)	1759	16	18	1793
Equipment (DEQP)	232	0	9	241
See librarian (DERR)	0	0	0	0
Express Book (DEXP)	54	0	0	54
Fiction (DFIC)	786	36	28	850
Fiction Fantasy (DFICF)	15	1	0	16
Fiction Mystery (DFICM)	94	7	2	103
Fiction New (DFICNEW)	498	16	13	527
Fiction Science Fiction (DFICSF)	17	0	0	17
Fiction Western (DFICW)	0	0	1	1
Genealogy (DGENE)	0	0	0	0
Genealogy Mag (DGMAG)	0	0	0	0
Graphic Novels (DGN)	18	0	0	18
Hanging Bags (DHANG)	12	3	1	16
ILL (DILL)	78	4	0	82
Internet (DINTER)	1119	0	0	1119
Juv. Audio book (DJAUSB)	18	1	0	19
Juv. Biography (DJBIO)	56	21	5	82
Juv. Book on CD (DJBKCD)	0	0	0	0
Juv. Book on Tape (DJBKT)	0	0	0	0
Juv. Compact Disc (DJCD)	53	0	0	53
Juvenile Easy (DJE)	724	21	9	754
Juv. Easy Non-fiction (DJENF)	65	1	2	68
Juv. Easy Reader (DJER)	349	7	3	359
Juv. Fiction (DJFIC)	374	20	1	395
Juv. Holiday books (DJHOL)	61	0	1	62
Juv. Magazine (DJMAG)	19	0	0	19
Juv. Music Cassette (DJMC)	1	0	0	1
Juv. Nonfiction (DJNF)	393	33	9	435
Juv. Nonfic Text Bk (DJNFTB)	0	0	0	0
Juv. Paperback fic (DJPBF)	0	0	0	0
Juv. Professional Coll. (DJPRO)	0	0	0	0
Juv. Reference (DJREF)	2	0	0	2
Juv. Toddler (DJTOD)	166	2	1	169
Large Print Fiction (DLPF)	77	5	4	86

Large Print Nonfic (DLPNF)	5	1	1	7
Magazine (DMAG)	881	4	20	905
Music Cassette (DMCAS)	0	0	0	0
Nonfiction 000 (DNF000)	29	2	3	34
Nonfiction 100 (DNF100)	41	2	1	44
Nonfiction 200 (DNF200)	35	1	1	37
Nonfiction 300 (DNF300)	90	10	1	101
Nonfiction 400 (DNF400)	7	1	0	8
Nonfiction 500 (DNF500)	27	3	0	30
Nonfiction 600 (DNF600)	335	8	17	360
Nonfiction 700 (DNF700)	145	6	7	158
Nonfiction 800 (DNF800)	12	1	1	14
Nonfiction 900 (DNF900)	97	4	2	103
Nonfiction DVD (DNFDVD)	40	1	0	41
Nonfiction (DNFIC)	0	1	0	1
Nonfiction New (DNFNEW)	136	12	1	149
Nonfiction VHS (DNFVHS)	29	2	0	31
Oversize (DOVER)	4	0	0	4
Professional Coll. (DPROF)	0	0	0	0
Parent Shelf Juv. Fic (DPSJFic)	0	0	0	0
Parent Shelf Juv. NF (DPSJNF)	6	0	0	6
Reference (DREF)	0	0	0	0
Ref. Magazine (DRMAG)	0	0	0	0
Reference Software (DRSW)	0	0	0	0
Spanish Collection (DSPA)	42	1	1	44
Software (DSWAR)	97	3	0	100
Vertical File (DVF)	2	0	0	2
VHS (DVHS)	306	5	7	318
YA Audio book (DYAUSB)	7	2	0	9
YA Biography (DYAB)	2	1	0	3
YA Books on CD (DYABKCD)	0	0	0	0
YA Books on Tape (DYABKT)	0	0	0	0
YA Fiction (DYAF)	188	5	8	201
YA Nonfiction (DYANF)	15	0	1	16
YA Paperback Fic (DYAPBF)	0	0	0	0
Storage (DZSTO)	7	0	0	7
Award Winner JBIO (RAJBIO)	0	1	0	1
Award Winner JE (RAJE)	0	0	0	0
Award Winner JFIC (RAJFIC)	0	0	0	0
Biography (RBIO)	5	50	0	55
Books on CD (RBKCD)	4	149	2	155
Books on Tape (RBKT)	1	11	2	14
Compact Disc (RCD)	12	516	8	536
Digital Audiobooks (RDA)	0	3	0	3
DVD (RDVD)	17	2767	19	2803
Equipment (REQP)	0	59	0	59
See librarian (RERR)	0	0	0	0
Express Book (REXP)	0	48	0	48
Fiction (RFIC)	24	952	13	989
Fiction New (RFICNEW)	9	426	15	450
Genealogy (RGENE)	0	0	0	0
Genealogy Mag (RGMAG)	0	1	0	1
Gen. Milroy Coll (RGMIL)	0	0	0	0
Graphic Novels (RGN)	0	50	1	51

Hanging Bag (RHANG)	0	29	0	29
ILL (RILL)	0	92	2	94
Internet (RINTER)	0	2149	0	2149
Juv. Audio book (RJAUDB)	2	31	0	33
Juv. Biography (RJBIO)	0	73	2	75
Juv. Book on CD (RJBKCD)	0	0	0	0
Juv. Book on Tape (RJBKT)	0	0	0	0
Juv. Compact Disc (RJCD)	0	37	0	37
Juvenile Easy (RJE)	22	924	2	948
Juv. Easy Non-fiction (RJENF)	0	69	0	69
Juv. Easy Reader (RJER)	7	228	1	236
Juv. Fiction (RJFIC)	8	468	16	492
Juv. Magazine (RJMAG)	0	18	0	18
Juv. Music Cassette (RJMC)	0	0	0	0
Juv. Nonfiction (RJNF)	3	728	1	732
Juv. Paperback fic (RJPBF)	0	0	0	0
Juv. Professional Coll. (RJPRO)	0	0	0	0
Juv. Reference (RJREF)	0	0	0	0
Juv. Toddler (RJTOD)	0	110	1	111
Large Print Fiction (RLPF)	4	120	5	129
Large Print Nonfic (RLPNF)	1	16	0	17
Magazine (RMAG)	0	356	1	357
Music Cassette (RMCAS)	0	0	0	0
Non-Fiction 000 (RNF000)	2	11	3	16
Non-Fiction 100 (RNF100)	0	23	0	23
Non-Fiction 200 (RNF200)	0	46	1	47
Non-Fiction 300 (RNF300)	5	84	7	96
Non-Fiction 400 (RNF400)	9	13	0	22
Non-Fiction 500 (RNF500)	0	41	0	41
Non-Fiction 600 (RNF600)	11	265	10	286
Non-Fiction 700 (RNF700)	3	109	4	116
Non-Fiction 800 (RNF800)	1	43	2	46
Non-Fiction 900 (RNF900)	3	91	2	96
Nonfiction DVD (RNFDVD)	5	90	3	98
Nonfiction (RNFIC)	0	0	0	0
Nonfiction new (RNFNEW)	5	156	6	167
Nonfiction VHS (RNFVHS)	1	58	0	59
Oversize (ROVER)	0	0	0	0
Professional Coll. (RPRO)	0	0	0	0
Reference (REF)	0	0	0	0
Reference Business (RREFB)	0	0	0	0
Ref. Magazine (RRMAG)	0	0	0	0
Ready Reference (RRR)	0	0	0	0
Reference Software (RRSW)	0	0	0	0
Spanish Collection (RSPA)	0	29	0	29
Software (RSWAR)	0	85	0	85
Vertical File (RVF)	1	4	0	5
VHS (RVHS)	18	200	0	218
YA Audio book (RYAUDB)	3	6	0	9
YA Biography (RYAB)	0	6	0	6
YA Books on CD (RYABKCD)	0	0	0	0
YA Books on Tape (RYABKT)	0	0	0	0
YA Fiction (RYAF)	14	164	2	180
YA Nonfiction (RYANF)	0	34	0	34
YA Paperback Fic (RYAPBF)	0	0	0	0

Storage (RZSTO)	0	0	0	0
Award Winner JE (WAJE)	0	0	0	0
Biography (WBIO)	1	5	20	26
Books on CD (WBKCD)	7	4	103	114
Books on Tape (WBKT)	0	0	12	12
Compact Disc (WCD)	18	18	348	384
Digital Audiobooks (WDA)	2	1	1	4
DVD (WDVD)	9	33	1829	1871
Equipment (WEQP)	0	0	68	68
See librarian (WERR)	0	0	0	0
Express Book (WEXP)	1	0	54	55
Fiction (WFIC)	39	26	424	489
Fiction Fantasy (WFICF)	0	2	8	10
Fiction Mystery (WFICM)	6	8	67	81
Fiction New (WFICNEW)	19	15	337	371
Fiction Science Fiction (WFICSF)	1	0	10	11
Fiction Western (WFICW)	0	0	3	3
Genealogy (WGENE)	0	0	0	0
Genealogy Mag (WGMAG)	0	0	0	0
Graphic Novels (WGN)	0	1	21	22
Hanging Bags (WHANG)	0	0	7	7
ILL (WILL)	1	0	34	35
Internet (WINTER)	0	0	1021	1021
Juv. Audio book (WJAUDB)	4	5	16	25
Juv. Biography (WJBIO)	2	32	78	112
Juv. Book on CD (WJBKCD)	0	0	0	0
Juv. Book on Tape (WJBKT)	0	0	0	0
Juv. Compact Disc (WJCD)	3	2	36	41
Juvenile Easy (WJE)	26	38	688	752
Juv. Easy Non-fiction (WJENF)	8	4	67	79
Juv. Easy Reader (WJER)	10	15	396	421
Juv. Fiction (WJFIC)	17	18	286	321
Juv. Magazine (WJMAG)	0	0	37	37
Juv. Music Cassette (WJMC)	0	0	0	0
Juv. Nonfiction (WJNF)	16	25	366	407
Juv. Paperback fic (WJPBF)	0	0	0	0
Juv. Professional Coll. (WJPRO)	0	0	0	0
Juv. Reference (WJREF)	0	0	0	0
Juv. Toddler (WJTOD)	23	0	141	164
Large Print Fiction (WLPF)	9	8	93	110
Large Print Nonfic (WLPNF)	0	0	13	13
Magazine (WMAG)	15	2	482	499
Non-Fiction 000 (WNF000)	0	0	2	2
Non-Fiction 100 (WNF100)	1	3	15	19
Non-Fiction 200 (WNF200)	3	2	14	19
Non-Fiction 300 (WNF300)	1	6	38	45
Non-Fiction 400 (WNF400)	0	0	3	3
Non-Fiction 500 (WNF500)	0	2	1	3
Non-Fiction 600 (WNF600)	10	12	182	204
Non-Fiction 700 (WNF700)	7	1	55	63
Non-Fiction 800 (WNF800)	1	0	8	9
Non-Fiction 900 (WNF900)	4	2	43	49
Nonfiction DVD (WNFDVD)	2	2	81	85
Nonfiction (WNFIC)	0	0	1	1

Nonfiction New (WNFNEW)	17	12	71	100
Nonfiction VHS (WNFVHS)	0	0	16	16
Professional Coll. (WPROF)	0	0	0	0
Parent Shelf Juv. Fic (WPJF)	0	0	0	0
Parent Shelf Juv. NF (WPSJNF)	0	0	0	0
Reference (WREF)	0	0	0	0
Ref. Magazine (WRMAG)	0	0	0	0
Reference Software (WRSWAR)	0	0	0	0
Spanish Collection (WSPA)	1	0	3	4
Software (WSWAR)	1	1	65	67
Vertical File (WVF)	0	0	3	3
VHS (WVHS)	9	5	228	242
YA Audio book (WYAUDB)	3	1	2	6
YA Biography (WYAB)	0	1	1	2
YA Books on CD (WYABKCD)	2	0	0	2
YA Books on Tape (WYABKT)	0	0	0	0
YA Fiction (WYAF)	15	11	157	183
YA Nonfiction (WYANF)	2	4	29	35
YA Paperback Fic (WYAPBF)	0	0	1	1
Storage (WZSTO)	0	0	2	2
TOTAL	10843	12670	8423	31936

CIRCULATION BY HOLDINGS CODE
February 2009

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
Award Winner JBIO (AJBIO)	0	0	0	0
Award Winner JE (AJE)	0	0	0	0
Award Winner JFIC (AJFIC)	0	0	0	0
Award Winner JNF (AJNF)	0	0	0	0
Award Winner JPFIC (AJPF)	0	0	0	0
Award Winning fiction (AWFIC)	47	2	14	63
Award Winning non-fiction (AWNFI)	6	1	0	7
Award Winner YAFIC (AYAF)	0	0	0	0
Award Winner YAPFIC (YAYPBF)	0	0	0	0
Biography (BIO)	36	66	21	123
Books on CD (BKCD)	138	156	109	403
Books on Tape (BKT)	13	12	15	40
Compact Disc (CD)	509	549	362	1420
Digital Audiobooks (DA)	3	5	1	9
DVD (DVD)	1785	2816	1866	6467
Equipment (EQP)	232	59	77	368
See librarian (ERR)	0	0	0	0
Express Book (EXP)	55	48	54	157
Fiction (FIC)	849	1014	465	2328
Fiction Fantasy (FICF)	15	3	8	26
Fiction Mystery (FICM)	100	15	69	184
Fiction New (FICNEW)	526	457	365	1348
Fiction Science Fiction (FICSF)	18	0	10	28
Fiction Western (FICW)	0	0	4	4
Genealogy (GENE)	0	0	0	0
Genealogy Mag (GMAG)	0	1	0	1
Gen. Milroy Coll (GMIL)	0	0	0	0

Graphic Novels (GN)	18	51	22	91
Hanging Bags (HANG)	12	32	8	52
ILL (ILL)	79	96	36	211
Internet (INTR)	1119	2149	1021	4289
Juv. Audio book (JAUSB)	24	37	16	77
Juv. Biography (JBIO)	58	126	85	269
Juv. Book on CD (JBCD)	0	0	0	0
Juv. Book on Tape (JBKT)	0	0	0	0
Juv. Compact Disc (JCD)	56	39	36	131
Juvenile Easy (JE)	772	983	699	2454
Juv. Easy Non-Fiction (JENF)	73	74	69	216
Juv. Easy Reader (JER)	366	250	400	1016
Juv. Fiction (JFIC)	399	506	303	1208
Juv. Holiday (JHOL)	61	0	1	62
Juv. Magazine (JMAG)	19	18	37	74
Juv. Music Cassette (JMC)	1	0	0	1
Juv. Nonfiction (JNF)	412	786	376	1574
Juv. Nonfic Text Bk (JNFT)	0	0	0	0
Juv. Paperback fic (JPBF)	0	0	0	0
Juv. Professional Coll. (JPRO)	0	0	0	0
Juv. Reference (JREF)	2	0	0	2
Juv. Toddler (JTOD)	189	112	143	444
Large Print Fiction (LPF)	90	133	102	325
Large Print Nonfic (LPNF)	6	17	14	37
Magazine (MAG)	896	362	503	1761
Music Cassette (MCAS)	0	0	0	0
Non-Fiction 000 (NF000)	31	13	8	52
Non-Fiction 100 (NF100)	42	28	16	86
Non-Fiction 200 (NF200)	38	49	16	103
Non-Fiction 300 (NF300)	96	100	46	242
Non-Fiction 400 (NF400)	16	14	3	33
Non-Fiction 500 (NF500)	27	46	1	74
Non-Fiction 600 (NF600)	356	285	209	850
Non-Fiction 700 (NF700)	155	116	66	337
Non-Fiction 800 (NF800)	14	44	11	69
Non-Fiction 900 (NF900)	104	97	47	248
Non-Fiction DVD (NFDVD)	47	93	84	224
Nonfiction (NFIC)	0	1	1	2
Nonfiction New (NFNEW)	158	180	78	416
Nonfiction VHS (NFVH)	30	60	16	106
Oversize (OVER)	4	0	0	4
Professional Coll. (PROF)	0	0	0	0
Parent Shelf Juv. Fic (PJF)	0	0	0	0
Parent Shelf Juv. NF (PSJNF)	6	0	0	6
Reference (REF)	77	88	40	205
Reference Business (REFB)	0	0	0	0
Ref. Magazine (RMAG)	0	0	0	0
Ready Reference (RRR)	0	0	0	0
Reference Software (RSWAR)	0	0	0	0
Spanish Collection (SPA)	43	30	4	77
Software (SWAR)	98	89	65	252
Vertical File (VF)	3	4	3	10
VHS	333	210	235	778
YA Audio book (YAUSB)	13	9	2	24
YA Biography (YAB)	2	8	1	11

YA Books on CD (YABKCD)	2	0	0	2
YA Books on Tape (YABKT)	0	0	0	0
YA Fiction (YAF)	217	180	167	564
YA Nonfiction (YANF)	17	38	30	85
YA Paperback Fic (YAPBF)	0	0	1	1
Storage (ZSTO)	7	0	2	9
				0
Free reads	226	309	129	664
Games/Puzzles	5	0	0	5
Talking books	0	0	0	0
Assignment Shelf Books	0	0	0	0
TOTAL	11151	13066	8592	32809

	DeMotte	Rensselaer	Wheatfield	
ADULT BOOKS				
Fiction	1886	1979	1208	5073
Nonfiction	1282	1270	617	3169
CHILDREN'S BOOKS				
Fiction	1773	1853	1559	5185
Nonfiction	618	987	531	2136
YA BOOKS				
Fiction	235	231	190	656
Nonfiction	19	46	31	96
Magazines, Adult	896	363	503	1762
Magazines, Children	19	18	37	74
Sound Recordings, adult	678	731	489	1898
Sound Recordings, ch	93	108	60	261
Online databases	0	0	0	0
Software	98	89	65	252
Vertical file	3	4	3	10
VHS/DVD	2195	3179	2201	7575
Equipment	232	59	77	368
Total	10027	10917	7571	28515
A-V Circulation	3064	4107	2815	9986
A-V Circulation as % of total	30.6%	37.6%	37.2%	35.0%

February 2009

END OF MONTH:	DEMOTTE	RENSSELAER	WHEATFIELD
Total Materials Owned	66,286	57,416	42,907
Circulation Increase/Decrease	17.1%	24.4%	12.4%
XX XXXXXXXXXXXX			
MONTHLY SYSTEM STATISTICS	2008	2009	% change
Current month's Circulation	24,069	28,515	18.5%
Jan. to date circulation	49,552	56,375	13.8%

DEMOTTE COLLECTION		RENSSELAER COLLECTION		WHEATFIELD COLLECTION	
Start of Month	End of Month	Start of Month	End of Month	Start of Month	End of Month
Volumes	Volumes	Volumes	Volumes	Volumes	Volumes
					ADULT BOOKS
17,833	17,903	11,451	11,505	11,943	11,978 Fiction
17,270	17,316	18,670	18,739	9,593	9,593 Nonfiction
					CHILDREN'S BKS
12,963	12,984	10,671	10,729	8,800	8,814 Fiction
8,992	9,007	5,731	5,696	4,864	4,869 Nonfiction
					YA BOOKS
2,112	2,107	2,082	2,130	1,757	1,775 Fiction
438	439	685	690	159	161 Nonfiction
					0 Magazines,Adult
					0 Magazines, Child
0	0	20	20	0	0 Games, Toys
2,456	2,504	2,953	2,973	2,771	2,801 Sound Rec/Adult
542	552	403	412	528	530 Sound Rec/Child
25	25	16	16	1	1 Online Databases
332	330	378	377	136	136 Software
3	3				Vertical Files
2,971	2,997	3,961	3,987	2,143	2,192 VHS/DVD
119	119	142	142	57	57 Equipment
66,056	66,286	57,163	57,416	42,752	42,907 TOTAL

JASPER COUNTY PUBLIC LIBRARY MONTHLY REPORT
February 2009

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	DeMotte		Rensselaer		Wheatfield		TOTAL	HOURS SPENT
		Hrs.		Hrs.		Hrs.		
INTRALIBRARY LOANS FILLED	241	52	189	41	340	74	770	167
LOCAL HISTORY								
In person	2	1	4	1	1	0	7	2
Letters written	0	0	4	4	0	0	4	4
IN-HOUSE USE - HARDWARE/SOFTWARE								
Internet use	1119	47	2149	90	1021	43	4289	179
Computer software used	205	17	172	14	119	10	496	41
VCR Use	0	0	0	0	0	0	0	0
Microforms	2	0	6	1	0	0	8	1
CD ROM/Online databases	140	12	334	28	144	12	618	52
Typewriter use	0	0	0	0	0	0	0	0
Other equipment used	0	0	0	0	0	0	0	0
OTHER LIBRARY SERVICES USED								
Outreach activities	35	35	8	5	0	0	43	29
Notarized documents	6	2	5	1	0	0	11	3
Meeting Room Use (no. of group)	38	13	62	21	36	12	136	45
Study room use	16	1	47	4	16	1	79	7
Proctoring	0	0	0	0	1	1	1	1
Tax Forms distributed	24	0	52	1	0	0	76	1
Pull Requests	0	0	1	1	0	0	1	6
IN-HOUSE USE ITEMS	74		353		216		643	
WIRELESS USE via patron owned pcs	110		186		72		368	
SELF-CHECKOUT USE	349		992		567		1908	
INTERLIBRARY LOANS								
Requests made for:	71	18	74	19	27	7	172	43
Items rec'd for:	77	39	88	44	40	20	205	103
Items requested by other libraries	0		0		0		0	
Items supplied to other libraries	0	0	0	0	0	0	0	0

REGISTRATIONS

Total Borrowers	7881	8030	4352	20263
Non-resident, paying	1	3	0	4
PLAC card users	0	4	1	5
Reciprocal borrowers	397	361	86	844
Number of New Patrons Added	85	64	50	199
Number of Patron Cards Expired	0	3	2	5

PROGRAMS

	DeMotte		Rensselaer		Wheatfield		TOTAL	HOURS SPENT
		Hrs.		Hrs.		Hrs.		

Programs for all ages	1	6	1	6	1	6	3	18
Children's Programs (0-13)	2	12	14	84	12	72	28	168
Number attending	85		166		287		538	
YA Programs (14-17)	1	6	0	0	1	6	2	12
Number attending	8		2		12		22	
Adult Programs	1	6	1	6	1	6	3	18
Number attending	42		101		36		179	
Senior Citizen Programs	12	72	9	54	3	18	24	144
Number attending	104		151		33		288	
Total Number of Programs	17	102	25	150	18	108	60	360
Total Persons Attending	239		420		368		1027	
Total Attending Same Month Last `	230		444		397		1071	
Total Staff Hours Spent		337		424		287	1048	1042
Total Number of In-House Program	7		18		11		36	
Total Attendance	127		285		142		554	
Total Number of Outreach Program	10		7		7		24	
Total Attendance	112		135		226		473	

CIRCULATION BY PATRON CODE

PATRONS	DeMotte		Rensselaer		Wheatfield		ALL LIBRARIES	
	Items Loaned	% of Total	Items Loaned	% of Total	Items Loaned	% of Total	Items Loaned	% of Total
Adult	7379	74.1%	6809	62.9%	5417	71.9%	19605	69.2%
Corporate	18	0.2%	101	0.9%	0	0.0%	119	0.4%
Juvenile 0-11	226	2.3%	623	5.8%	140	1.9%	989	3.5%
Juvenile-AV	832	8.4%	873	8.1%	776	10.3%	2481	8.8%
Nonresident No Fee	92	0.9%	220	2.0%	124	1.6%	436	1.5%
Nonresident Fee	0	0.0%	0	0.0%	0	0.0%	0	0.0%
PLAC (state library card)	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Reciprocal Adult	365	3.7%	288	2.7%	78	1.0%	731	2.6%
Reciprocal Juvenile	0	0.0%	5	0.0%	0	0.0%	5	0.0%
Reciprocal Juvenile AV	29	0.3%	20	0.2%	0	0.0%	49	0.2%
Reciprocal YA	9	0.1%	8	0.1%	0	0.0%	17	0.1%
Reciprocal YA AV	5	0.1%	12	0.1%	1	0.0%	18	0.1%
School	0	0.0%	19	0.2%	0	0.0%	19	0.1%
School AV	0	0.0%	0	0.0%	0	0.0%	0	0.0%
St. Joseph College	0	0.0%	396	3.7%	0	0.0%	396	1.4%
Staff	479	4.8%	834	7.7%	665	8.8%	1978	7.0%
Walking books	68	0.7%	121	1.1%	0	0.0%	189	0.7%
YA 12-17	99	1.0%	92	0.8%	44	0.6%	235	3.7%
YA-AV	354	3.6%	409	3.8%	286	3.8%	1049	3.7%
Total	9955		10830		7531		28316	
All items borrowed by nonresidents	500	5.0%	968	8.9%	203	2.7%	1671	5.9%

Jasper County Public Library Library Capital Projects Fund 2010-2012

I. The Library District

Jasper County Public Library serves all of Jasper County except for Carpenter Township and Remington, with the headquarters library in Rensselaer (208 W. Susan), and branches in DeMotte and Wheatfield.

A seven-member board of trustees governs the library. Natalie Waling and Timothy Schultz are appointed by the County Council, Joan Floyd and Sue Deardorff by the County Commissioners, Anne-Marie Egan and Mari Anne Sayler by the Rensselaer Central School Board and Jody Melton is appointed jointly by the Kankakee Valley School Board and West Central School Board presidents. Terms have staggered expiration dates. The library employs 59 persons to work the combined 169 hours the three libraries are open each week.

Current Annual Budget (2009)

<u>Fund</u>	<u>Budget</u>	<u>Tax Levy</u>	<u>Tax Rate</u>
Operating	\$1,933,621	\$1,016,000	.0607
Debt Service	\$318,310	\$298,165	.0178
Library Improvement Reserve	\$80,000	\$0	0
Library Capital Projects	\$47,000	\$251,250	.0150
Rainy Day Fund	\$23,700	\$0	0

II. Facilities

The DeMotte (901 Birch St. S.W.) and Rensselaer (208 W. Susan) libraries, built in 1992, are approximately **17,000 square feet** each. Estimated current value of the Rensselaer library is \$3,576,264. Estimated current value of the DeMotte Library is \$3,486,379 (includes building, contents, outside structures).

The Wheatfield Library (350 S. Bierma Street) built in 2005 is **14,900 square feet**. Estimated current value is \$3,875,820.

All three buildings are in good condition. A plan to reroof the DeMotte Library is being formulated.

As dictated by our long range plan, the Library Board has investigated the possibility of reorienting the front of the DeMotte Library's entrance from the west to the east side of the building to provide

patrons with ample, safer, more accessible and convenient parking. Costs for such projects have grown considerably in recent years. We also realize that the library will need changes in the future to accommodate expected population growth. This plan builds in funds for meeting DeMotte's needs in the future.

The library district does not own any real estate other than described above.

III. Library Service Area

The library service area is 506 square miles with a population of 27,947. The 2008 annual report shows **19,902** resident registered borrowers and **801** non-resident registered borrowers.

Library use: The number of persons entering our libraries during an average *week* in 2008 was **5,414**.

Patron assistance: Patrons often need help finding the book or information they need. Staff handles about 603 requests for assistance per week at the libraries.

Hours: Wheatfield is open 50.5 hours per week, including one evening and Saturdays. DeMotte is open 58 hours per week, including three evenings and Saturdays. Rensselaer is open 60 hours per week, including four evenings and Saturdays.

Materials collection:

Type of Material	DeMotte	Rensselaer	Wheatfield
Books	63,659	48,942	35,826
Videos & DVDs	2,929	4,003	2,104
Music CDs	1,429	1,664	1,561
Audiobooks	1,447	1,301	1,627
Software	328	373	148

Periodicals/Newspaper Subscriptions owned by JCPL: 550.

The Library does not limit patrons to use of their own agency's collections. It shares material freely among the three locations via daily courier service. It also borrows more than 1,700 items per year from other libraries across the country through interlibrary loan.

Circulation: Total circulation for 2008 was **325,286 items**. This included **101,856** children's items.

Public programming: The libraries offer a large and varied selection of programs for persons of all ages. In 2008, the 3 libraries offered a total of 941 programs, with a total attendance of 19,663. These included Summer Reading programs, author visits, book and film discussions, children's story hours, sign language classes, resume classes, local history and genealogy programs, computer and

Internet training classes, blood pressure screenings, tax assistance for low income persons, and a great variety of other programs.

Technology:

The Library uses computers and fax machines to move information quickly among the branches and to and from other libraries and patrons' homes and offices.

Our automated library system provides for the cataloging of materials, circulation functions, record-keeping and an online patron access catalog that patrons can use to place holds on materials, renew materials, and access their patron account information. We also offer one self-checkout station at each library as a means to fulfill the needs and expectations of our technologically astute library users.

The Library has a home page on the World Wide Web (www.myjcpl.org) with links guiding Internet users working in the library or in their homes or offices to useful websites. All staff computers and 52 public workstations now have Internet access. Patrons use Internet workstations to file their taxes, search and apply for jobs, do their online banking, renew their license plates, file financial aid forms, take exams, plan a vacation, search for consumer and health information, and for other tasks too numerous to mention. Patrons made **76,804** visits to the library's well-used Internet workstations last year, **over 24,000 more visits than the year before.**

In addition, a wide-area network allows patrons at all three libraries to access valuable online databases and allows staff to share files with each other. Patrons at all three libraries have access to all electronic resources from most public workstations. Most of the online databases leased by the library are also available to patrons from their home or office computers.

All of our libraries provide access to word processing software, children's electronic books, educational programs, and games. The DeMotte and Rensselaer libraries offer access to CD-ROM databases specifically related to Genealogy. In 2006 we digitized a collection of historically significant documents that were the property of Rensselaer resident Robert Huston Milroy, a prestigious Civil War general. These images are accessible via our library website and are useful to Civil War scholars. We regularly add items to this collection as letters and documents are transcribed by our library volunteers.

Patrons have access to wireless Internet service at all three libraries. This allows patrons to bring their own laptops and other portable electronic devices into our libraries and access the Internet via their own equipment, a service that has been requested by patrons.

The Library owns 4 LCD projectors that may be used in any of our meeting rooms by groups reserving our meeting rooms. One projector may also be rented for use outside the library.

The Library has a portable computer lab that contains 10 laptop computers, an LCD projector, and a printer. The lab is used to provide computer-based instruction to residents of our service area. It may be used at any of our libraries. When it is not being used at any of our locations for a scheduled training session, it is available to businesses and local organizations for hands-on training for their employees or members. The lab is also available to area colleges who may wish to offer classes using our lab as a satellite location. The lab can only be used in our facilities.

IV. Anticipated Capital Projects Fund Resources

1. Sources and amounts of anticipated income

	2010	2011	2012
Property Taxes	\$277,305	\$285,624	\$294,193
Auto Excise	\$31,000	\$32,250	\$32,300
Financial Institutions Tax	\$505	\$545	\$550
CVET	\$3,350	\$3,600	\$3,650
Other Revenue (Interest)	\$51,259	\$67,870	\$68,870
TOTAL	\$363,419	\$389,889	\$399,563

2. Amount of revenue to be retained for expenditures proposed for future years.

2010	\$ 313,419 plus amount retained from previous years = \$1,276,957
2011	\$ 339,889 plus amount retained from previous year = \$1,616,846
2012	\$ 349,563 plus amount retained from previous years = \$1,966,409

3. Projected assessed valuation of the library district

2010	2011	2012
\$2,085,000,000	\$2,147,550,000	\$2,211,976,500

4. Projected tax rates and levies for the Capital Projects Fund based on the above assessed valuations.

	2010	2011	2012
Proposed property tax rate	\$0.0133	\$0.0133	\$0.0133
Proposed levy	\$277,305	\$285,624	\$294,193

V. Proposed Use of the Capital Projects Fund

I.C. 36-12-12-2(b)(1-3) states that the Library Capital Projects Fund may be used to pay for planned construction, repair, replacement, or remodeling. It may be used to pay for site acquisition and development. I.C. 36-12-12-2-4(c) states that it may be used to pay for purchase, lease, or repair of equipment to be used by the library district. I.C. 36-12-12-2-4(d) states that it may be used to pay for the purchase, lease, upgrading, maintenance, or repair of computer hardware or software.

BUDGET YEAR: 2010

Location: System-wide

An appropriation of \$50,000 will be made for purchase, maintenance and upgrading of computer hardware and software, and for network and automated systems hardware and software.

Allocation for Future Projects:

Location: DeMotte Library

The sum of \$313,419 will be set aside for future renovation at the DeMotte Library.

BUDGET YEAR: 2011

Location: System-wide

An appropriation of \$50,000 will be made for purchase, maintenance and upgrading of computer hardware and software, including network and automated systems hardware and software.

Location: DeMotte Library

An appropriation of \$339,889 will be made for future renovation at the DeMotte Library.

BUDGET YEAR: 2012

Location: System-wide

An appropriation of \$50,000 will be made for purchase, maintenance and upgrading of network cabling, equipment and systems and of computer hardware and software.

Allocation for Future Projects:

Location: DeMotte Library

The sum of \$349,563 will be set aside for future renovation at the DeMotte Library.

Summary of Proposed Expenditures
And
Allocation to Future Projects By Plan Year:

	<u>2010</u>	<u>2011</u>	<u>2012</u>
Planned construction, repair, replacement or remodeling	\$0	\$0	\$0
Purchase, lease or repair of equipment:	\$0	\$0	\$0
Upgrades, repair and maintenance Of computer hardware and software	\$50,000	\$50,000	\$50,000
<u>Subtotal Proposed Expenditures:</u>	\$50,000	\$50,000	\$50,000
Allocation for Future Projects	\$1,276,957*	\$1,616,846*	\$1,966,409
<u>Total Expenditures and Allocations:</u>	\$1,326,957*	\$1,666,846*	\$2,016,409

* Includes capital project funds set aside for allocation for future projects from previous year(s) which have not yet been spent.

LIBRARY CAPITAL PROJECTS FUND PLAN SUMMARY
Jasper County Public Library

EXPENDITURES:	2010	2011	2012
(1) Planned construction, repair, replacement or remodeling	-0-	-0-	-0-
(2) Acquisition of real property	-0-	-0-	-0-
(3) Site development	-0-	-0-	-0-
(4) Emergency Allocation	-0-	-0-	-0-
(5) Purchase, lease, repair, maintenance of equipment	-0-	-0-	-0-
(6) Purchase, lease, repair, maintenance of computer hardware and software	\$50,000	\$50,000	\$50,000
SUBTOTAL EXPENDITURES	\$50,000	\$50,000	\$50,000
(7) Allocation for future projects (cumulative totals)	\$1,276,957	\$1,616,846	\$1,966,409
TOTAL EXPENDITURES & ALLOCATIONS	\$1,326,957	\$1,666,846	\$2,016,409
SOURCES AND ESTIMATES OF REVENUES			
January 1 Cash Balance	\$963,538	\$1,276,957	\$1,616,846
Less encumbered appropriations	-0-	-0-	-0-
Cash balance available for current plan	\$963,538	\$1,276,957	\$1,616,846
Property taxes	\$277,305	\$285,624	\$294,193
Excise, CVET & F I T Receipts	\$34,855	\$36,395	\$36,500
Other revenue	\$51,259	\$67,870	\$68,870
TOTAL FUNDS AVAILABLE FOR PLAN	\$1,326,957	\$1,666,846	\$2,016,409
Projected Tax Rate for Library Capital Projects Fund	\$0.0133	\$0.0133	\$0.0133
Projected Tax Rate is based upon an estimated			
Assessed valuation of	\$2,085,000,000	\$2,147,550,000	\$2,211,976,500

JCPL FINANCIAL STATEMENT

February 28, 2009

	<u>Beginning 2009 Balance</u>	<u>Current Month Disbursements</u>	<u>Y-T-D Disbursements</u>	<u>Current Month Receipts</u>	<u>Y-T-D Receipts</u>	<u>Ending Balance</u>
Operating Fund	\$586,496.58	\$140,981.02	\$286,244.64	\$145,794.70	\$150,629.68	\$450,881.62
Includes Investments of:						
Public Library Access Card Fund	\$60.00	\$0.00	\$60.00	\$0.00	\$30.00	\$30.00
Gift Fund	\$5,910.61	\$656.80	\$780.74	\$1,011.63	\$1,394.81	\$6,524.68
DeMotte	\$1,834.58	\$5.92	\$5.92	\$10.00	\$247.70	\$2,076.36
Rensselaer	\$2,369.46	\$632.85	\$749.77	\$991.63	\$1,037.41	\$2,657.10
Wheatfield	\$1,706.57	\$18.03	\$25.05	\$10.00	\$109.70	\$1,791.22
Library Improvement Reserve Fund	\$216,342.26	\$0.00	\$0.00	\$278.96	\$625.05	\$216,967.31
Includes Investments of:						
Bond & Interest Redemption Fund	\$109,471.48	\$0.00	\$159,802.50	\$40,732.71	\$40,732.71	(\$9,598.31)
Includes Investments of \$0.00						
Rainy Day Fund	\$168,751.12	\$807.50	\$807.50	\$98,549.78	\$98,549.78	\$266,493.40
Includes Investments of \$0.00						
State Technology Fund G	\$6,731.97	\$880.00	\$1,760.00	\$0.00	\$0.00	\$4,971.97
Capital Projects Fund	\$523,219.14	\$0.00	\$0.00	\$31,717.98	\$32,608.35	\$555,827.49
Includes Investments of \$0.00						
Host/Hospitality Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Levy Excess Fund	\$0.00	\$0.00	\$0.00	\$84,309.00	\$84,309.00	\$84,309.00
Sales Tax	\$5.32	\$0.00	\$5.22	\$3.13	\$5.94	\$6.04
Construction Fund	\$186,153.76	\$117.62	\$117.62	\$177.98	\$428.87	\$186,465.01
Includes Investments of \$0.00						
Petty Cash Funds	\$120.00	\$0.00	\$0.00	\$0.00	\$0.00	\$120.00
Cash Change Fund	\$90.00	\$0.00	\$0.00	\$0.00	\$0.00	\$90.00
Payroll Withholding Accts.						
FIT Tax Collected	\$0.00	\$6,743.42	\$13,455.24	\$6,743.42	\$13,455.24	\$0.00
FICA Tax Collected	\$0.00	\$6,191.42	\$12,446.32	\$6,191.42	\$12,446.32	\$0.00
State Tax Collected	\$2,770.46	\$2,941.23	\$5,711.69	\$2,934.01	\$5,875.24	\$2,934.01
County Tax Collected	\$1,982.26	\$2,136.23	\$4,118.44	\$2,131.08	\$4,267.31	\$2,131.13
Deferred Comp.	\$0.00	\$2,570.00	\$5,113.25	\$2,570.00	\$5,113.25	\$0.00
#125 Pre-tax Plan	\$0.00	\$2,219.41	\$4,438.82	\$2,219.41	\$4,438.82	\$0.00
Employee Life Insur.	\$0.00	\$135.80	\$281.60	\$135.80	\$281.60	\$0.00
Employee P.E.R.F.	\$6,532.65	\$0.00	\$6,532.65	\$2,197.57	\$4,447.90	\$4,447.90
Garnishments	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Credit Union	\$0.00	\$2,986.96	\$6,107.71	\$2,986.96	\$6,107.71	\$0.00
EIC	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL ALL FUNDS.....	\$1,814,637.61	\$169,367.41	\$507,783.94	\$430,685.54	\$465,747.58	\$1,772,601.25

Bank Balances
Jasper County Public Library
Report as of: 2/28/2009

<i>Bank</i>		
1	Alliance Bank	\$1,361,278.99
2	Demotte State Bank	\$7,679.94
3	Alliance Bank-LIRF Acct	\$216,967.31
5	Cash On Hand	\$210.00
6	Alliance Bank-Construction Ckg.	\$186,465.01
7		
8		
9		
10		
11		

Total all banks = \$1,772,601.25

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

Appropriation Report for 100 OPERATING FUND

Jasper County Public Library

Report Date: From 2/1/2009 To 2/28/2009

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent
<i>1. Personal Services</i>							
1.11 SALARY OF LIBRARIAN	\$54,835.00	\$0.00	\$54,835.00	\$4,513.60	\$8,961.33	\$45,873.67	16.3
1.12 SALARY OF ASSISTANTS	\$911,677.00	\$0.00	\$911,677.00	\$74,066.60	\$149,191.96	\$762,485.04	16.4
1.13 WAGES OF JANITORS	\$63,718.00	\$0.00	\$63,718.00	\$4,572.34	\$8,982.69	\$54,735.31	14.1
1.21 EMPLOYER'S SHARE-FICA	\$76,037.00	\$0.00	\$76,037.00	\$6,191.42	\$12,446.32	\$63,590.68	16.4
1.22 UNEMPLOYMENT COMPENSATION	\$4,867.00	\$0.00	\$4,867.00	\$0.00	\$542.62	\$4,324.38	11.1
1.23 EMPLOYER'S CONTRIB.- PERF	\$64,814.00	\$0.00	\$64,814.00	\$0.00	\$16,606.63	\$48,207.37	25.6
1.24 EMPLOYER'S CONTRIB.- INS.	\$84,247.00	\$0.00	\$84,247.00	\$6,108.85	\$12,183.28	\$72,063.72	14.5
Subtotal	\$1,260,195.00		\$1,260,195.00	\$95,452.81	\$208,914.83	\$1,051,280.17	16.6
<i>2. Supplies</i>							
2.11 OFFICIAL RECORDS	\$550.00	\$0.00	\$550.00	\$111.96	\$111.96	\$438.04	20.4
2.12 STATIONERY AND PRINTING	\$500.00	\$0.00	\$500.00	\$0.00	\$0.00	\$500.00	0.0
2.13 OTHER OFFICE SUPPLIES	\$10,500.00	\$0.00	\$10,500.00	\$1,808.11	\$2,427.38	\$8,072.62	23.1
2.21 CLEANING & SANITATION SUPPLIES	\$6,000.00	\$0.00	\$6,000.00	\$611.19	\$639.18	\$5,360.82	10.7
2.23 OTHER OPERATING SUPPLIES	\$4,800.00	\$0.00	\$4,800.00	\$475.39	\$565.35	\$4,234.65	11.8
2.31 BUILDING MATERIALS & SUPPLIES	\$1,000.00	\$0.00	\$1,000.00	\$0.00	\$0.00	\$1,000.00	0.0
2.32 PAINT AND PAINTING SUPPLIES	\$200.00	\$0.00	\$200.00	\$0.00	\$0.00	\$200.00	0.0
2.33 REPAIR PARTS	\$550.00	\$0.00	\$550.00	\$35.75	\$35.75	\$514.25	6.5
2.41 LIBRARY SUPPLIES	\$13,250.00	\$0.00	\$13,250.00	\$96.43	\$1,335.76	\$11,914.24	10.1
2.42 MARKETING SUPPLIES	\$200.00	\$0.00	\$200.00	\$0.00	\$0.00	\$200.00	0.0
Subtotal	\$37,550.00		\$37,550.00	\$3,138.83	\$5,115.38	\$32,434.62	13.6

<i>Account # Description</i>	<i>Annual Appropriation</i>	<i>Change to Appropriation</i>	<i>Current Appropriation</i>	<i>Disbursements This Month</i>	<i>Disbursements YTD</i>	<i>Balance</i>	<i>Percent</i>
<i>3. Other Services and Charges</i>							
3.13 LEGAL SERVICES	\$5,000.00	\$0.00	\$5,000.00	\$306.25	\$1,881.25	\$3,118.75	37.6
3.14 OTHER PROFESSIONAL SERVICES	\$5,670.00	\$0.00	\$5,670.00	\$480.00	\$820.00	\$4,850.00	14.5
3.21 TELEPHONE	\$3,600.00	\$0.00	\$3,600.00	\$554.05	\$813.45	\$2,786.55	22.6
3.22 POSTAGE	\$4,500.00	\$0.00	\$4,500.00	\$1,836.33	\$1,836.33	\$2,663.67	40.8
3.23 MILEAGE	\$20,355.00	\$0.00	\$20,355.00	\$2,094.58	\$2,645.76	\$17,709.24	13.0
3.24 PROFESSIONAL MEETINGS	\$7,944.00	\$0.00	\$7,944.00	\$541.09	\$1,083.09	\$6,860.91	13.6
3.25 FREIGHT	\$1,800.00	\$0.00	\$1,800.00	\$19.42	\$46.85	\$1,753.15	2.6
3.26 NETWORKING	\$31,200.00	\$0.00	\$31,200.00	\$0.00	\$0.00	\$31,200.00	0.0
3.31 ADVERTISING & PUBLIC NOTICES	\$1,100.00	\$0.00	\$1,100.00	\$0.00	\$0.00	\$1,100.00	0.0
3.33 MARKETING ADVERTISING	\$900.00	\$0.00	\$900.00	\$0.00	\$0.00	\$900.00	0.0
3.41 OFFICIAL BONDS	\$155.00	\$0.00	\$155.00	\$0.00	\$0.00	\$155.00	0.0
3.42 OTHER INSURANCE	\$23,667.00	\$0.00	\$23,667.00	\$0.00	\$1,719.00	\$21,948.00	7.3
3.51 GAS	\$50,000.00	\$0.00	\$50,000.00	\$5,605.55	\$10,494.30	\$39,505.70	21.0
3.52 ELECTRICITY	\$65,000.00	\$0.00	\$65,000.00	\$5,443.54	\$10,566.97	\$54,433.03	16.3
3.53 WATER	\$1,083.00	\$0.00	\$1,083.00	\$100.95	\$171.20	\$911.80	15.8
3.54 WASTE DISPOSAL SERVICES	\$4,550.00	\$0.00	\$4,550.00	\$327.31	\$789.56	\$3,760.44	17.4
3.61 BUILDING & STRUCTURES	\$51,090.00	\$0.00	\$51,090.00	\$6,236.50	\$14,499.27	\$36,590.73	28.4
3.62 EQUIPMENT REPAIRS	\$700.00	\$0.00	\$700.00	\$0.00	\$0.00	\$700.00	0.0
3.72 EQUIPMENT RENTALS	\$245.00	\$0.00	\$245.00	\$9.95	\$69.90	\$175.10	28.5
3.91 DUES	\$2,312.00	\$0.00	\$2,312.00	\$0.00	\$350.00	\$1,962.00	15.1
3.93 TAXES & ASSESSMENTS	\$325.00	\$0.00	\$325.00	\$0.00	\$0.00	\$325.00	0.0
3.94 TRANSFER TO LIRF	\$30,000.00	\$0.00	\$30,000.00	\$0.00	\$0.00	\$30,000.00	0.0
3.95 BOOK REIMBURSEMENT	\$100.00	\$0.00	\$100.00	\$64.94	\$64.94	\$35.06	64.9
3.96 PETTY CASH	\$120.00	\$0.00	\$120.00	\$0.00	\$0.00	\$120.00	0.0
3.98 MAINTENANCE/SERVICE CONTRACTS	\$77,054.00	\$0.00	\$77,054.00	\$6,383.15	\$8,274.15	\$68,779.85	10.7
Subtotal	\$388,470.00		\$388,470.00	\$30,003.61	\$56,126.02	\$332,343.98	14.4

<i>Account # Description</i>	<i>Annual Appropriation</i>	<i>Change to Appropriation</i>	<i>Current Appropriation</i>	<i>Disbursements This Month</i>	<i>Disbursements YTD</i>	<i>Balance</i>	<i>Percent</i>
<i>4. Capital Outlays</i>							
4.4 FURNITURE & EQUIPMENT	\$7,175.00	\$0.00	\$7,175.00	\$1,800.00	\$1,800.00	\$5,375.00	25.1
4.51 BOOKS	\$144,000.00	\$3,300.53	\$147,300.53	\$3,977.13	\$6,934.69	\$140,365.84	4.7
4.52 PERIODICALS & NEWSPAPERS	\$21,132.00	\$0.00	\$21,132.00	\$533.45	\$842.45	\$20,289.55	4.0
4.53 NONPRINTED MATERIALS	\$75,099.00	\$884.38	\$75,983.38	\$6,075.19	\$6,511.27	\$69,472.11	8.6
Subtotal	\$247,406.00	\$4,184.91	\$251,590.91	\$12,385.77	\$16,088.41	\$235,502.50	6.4
Grand Total	\$1,933,621.00	\$4,184.91	\$1,937,805.91	\$140,981.02	\$286,244.64	\$1,651,561.27	14.8

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

Appropriation Report for 130 LIRF FUND

Jasper County Public Library

Report Date: From 2/1/2009 To 2/28/2009

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent
<i>3. Other Services and Charges</i>							
3.14 OTHER PROFESSIONAL SERVICES	\$10,000.00	\$0.00	\$10,000.00	\$0.00	\$0.00	\$10,000.00	0.0
3.61 BUILDING & STRUCTURES	\$70,000.00	\$0.00	\$70,000.00	\$0.00	\$0.00	\$70,000.00	0.0
Subtotal	\$80,000.00	\$0.00	\$80,000.00	\$0.00	\$0.00	\$80,000.00	0.0
Grand Total	\$80,000.00	\$0.00	\$80,000.00	\$0.00	\$0.00	\$80,000.00	0.0

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

Appropriation Report for 151 RAINY DAY FUND

Jasper County Public Library

Report Date: From 2/1/2009 To 2/28/2009

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent
<i>3. Other Services and Charges</i>							
3.14 OTHER PROFESSIONAL SERVICES	\$0.00	\$0.00	\$0.00	\$807.50	\$807.50	(\$807.50)	0.0
3.61 BUILDING & STRUCTURES	\$23,000.00	\$0.00	\$23,000.00	\$0.00	\$0.00	\$23,000.00	0.0
Subtotal	\$23,000.00	\$0.00	\$23,000.00	\$807.50	\$807.50	\$22,192.50	3.5
<i>4. Capital Outlays</i>							
4.4 FURNITURE & EQUIPMENT	\$700.00	\$0.00	\$700.00	\$0.00	\$0.00	\$700.00	0.0
Subtotal	\$700.00		\$700.00	\$0.00	\$0.00	\$700.00	0.0
Grand Total	\$23,700.00	\$0.00	\$23,700.00	\$807.50	\$807.50	\$22,892.50	3.4

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

Voucher List**Jasper County Public Library****Report Date: From 2/1/2009 To 2/28/2009**

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
27988	68	AARON'S LAWN CARE	2/9/2009	12/31/08-1/19/09 Snow Removal-DeM & Wh. Lib.	\$2,130.00
27989	69	ACCUCUT	2/9/2009	Die Cuts of the Alphabet and Numbers	\$538.65
27990	70	ACE HARDWARE	2/9/2009	Replacement parts for the Mens Room Bathroom Toilet-DeM.	\$35.75
27991	71	ACP DIRECT	2/9/2009	Ink Cartridges, LaserJet Toners	\$387.10
27992	72	ALLSOURCE TELECOM, LLC	2/9/2009	Corrected problem with Voice mail-DeM. Lib	\$110.00
27993	73	AVC CORPORATION	2/9/2009	2009 Annual Financial Computer Support	\$1,188.00
27994	74	BAKER & TAYLOR	2/9/2009	Books: Continuations, Automatically Yours series; A-V	\$3,291.47
27995	75	BAKER & TAYLOR ENTERTAIN	2/9/2009	DVDs	\$333.91
27996	76	BLUETARP FINANCIAL, INC	2/9/2009	Replacement Blade for Floor Scraper	\$8.29
27997	77	BORDERS	2/9/2009	Books and DVDs	\$771.29
27998	78	BOYCE FORMS/SYSTEMS	2/9/2009	W-2's, W-3's, 1099's	\$70.26
27999	79	BRENDA THOMPSON	2/9/2009	Mileage: Books to Bridges, AWE Training, Dept Head Mtg, ASK Committee Mtg	\$146.48
28000	80	CAPITAL ONE BANK (USA), NA	2/9/2009	Airline Reserv., Expenses for Books2Bridges, Monterey Public Lib, Directors Mtg, AV Trip, Whats Next Seminar, and the Floor Stripping Project	\$3,035.06
28001	81	CARDINAL OFFICE PRODUCT	2/9/2009	ARM207E Copier-Rens	\$1,800.00
28002	82	CAROLYNN DeVRIES	2/9/2009	Mileage: Scrapping Supplies for Class	\$36.30
28068	83	CULLIGAN OF KOUTS	2/9/2009	Water Cooler Rental and Water-Wh. Lib.	\$40.65
28004	84	DEMCO	2/9/2009	48 Rolls of Scotch Magic Tape	\$184.60
28005	85	DEX	2/9/2009	Phone Book Advertisement-Feb, March, April 2009	\$270.75
28006	86	DUMAS, WEIST & MAHNESMIT	2/9/2009	Legal Consultations: Boiler Project (10/30/08-11/10/08)	\$306.25
28007	87	EDUCATION NETWORKS OF A	2/9/2009	Internet Connections-Jan 2009	\$930.00
28008	88	FASE'S WATER TREATMENT &	2/9/2009	RedOut-5 bags @ DeM. Lib.	\$60.00
28009	89	GA FOODS GROUP	2/9/2009	Management Mtg Expenses	\$22.30
28010	90	GAIL JUNG	2/9/2009	Rensselaer Petty Cash: Postage, Batteries, Plaster Paris	\$54.10
28011	91	GAIL JUNG	2/9/2009	Wheatfield Petty Cash: Coffee, Sweetner, and Creamer for Café, Craft Supplies	\$19.03
28012	92	GAIL JUNG	2/9/2009	Mileage: Document Delivery, Post Office,Bank Dep, Deliver Bd Packets, WalMart, Kems Hardware	\$10.53
28013	93	GALE	2/9/2009	Books	\$61.46
28014	94	HR SPECIALIST	2/9/2009	HR Specialist Subscription, 3/1/09-2/28/10	\$97.00
28015	95	INDIANA CHAMBER	2/9/2009	State and Federal Laminated Posters	\$41.70
28016	96	FACTS ON FILE	2/9/2009	Career Guidance Database Subsc. (1/18/09-1/17/10)	\$558.40
28017	97	INSPIRATIONAL DISTRIBUTOR	2/9/2009	Christian Books	\$25.90
28018	98	INTELLIGENT CLEANING SYST	2/9/2009	Facial Tissue, Toilet Tissue, Multi-Fold Towels, Paper Towels, Trash Can Liners, Mops, Mop Handle, Floor Finish, Sealant	\$606.27
28019	99	JENNIFER L. DOUTHIT	2/9/2009	Mileage: Librarians Council Mtg, What's Next Wksp	\$106.70
28020	100	JOSEPH ZELLON	2/9/2009	Mileage: Ace Hardware, Recycle, Courier Deliveries, Between Branches for Maintenance	\$99.69
28021	101	JOURNAL AND COURIER	2/9/2009	Journal & Courier Subsc, 2/11/09-2/10/10 (Rens. Lib.)	\$147.85
28022	102	KARA MULVIHILL	2/9/2009	Talking Books Mileage-Rens., Jan 2009	\$10.67
28023	103	KNOWBUDDY RESOURCES	2/9/2009	Books	\$460.35
28024	104	KONE, INC.	2/9/2009	1st Qtr 2009 Elevator Mtnc Contract	\$450.51
28025	105	LEARNINGEXPRESS, LLC	2/9/2009	LearningExpress Database Subsc - Tests & Courses, 1/15/09-1/14/10	\$1,536.55
28026	106	L. CHANDLER BAUSMAN	2/9/2009	Reimbursement for processing fees on returned items	\$25.00
28027	107	LINDA POORTENGA	2/9/2009	Beads for Craft Programs, Mileage:Evergreen Wksp, Librarians Council, Lifelong Learning Network, Database Committee	\$124.27

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
28028	108	MARIA PEREZ	2/9/2009	Reimbursement for returned book	\$16.95
28029	109	McDANIEL FIRE SYSTEMS, INC	2/9/2009	DeM & Ren Fire Alarm Inspection, Additional two 5 yr internal inspections	\$2,392.00
28030	110	MIDWEST TAPE	2/9/2009	DVDs	\$176.90
28031	111	MOOLENAAR SUPREME LAWN	2/9/2009	2009 Annual Lawn Fertilization & Grub Control Applications- Dem & Rens. Lib	\$845.00
28032	112	MOVIE LICENSING USA	2/9/2009	Site Licenses for Movie Copyright Compliance, 2008 - Wh & Rens Libraries (Lic #186929001)	\$480.00
28033	113	NANCY PHILLIPS	2/9/2009	Storytime Crafts, Book Buddy Supplies	\$24.70
28034	114	OFFICE DEPOT	2/9/2009	Filament Tape, Acitape, Binders	\$66.61
28035	115	ORIENTAL TRADING CO., INC	2/9/2009	Craft Materials	\$35.94
28036	116	PATTY STRINGFELLOW	2/9/2009	Phone Calls due to closures, Mileage: Contract Signature, Evergreen Mtg, Director Mtg, LLN Mtg	\$182.45
28037	117	PEGGY WOODS	2/9/2009	Mileage: AV shopping, Conference @ISL	\$78.64
28038	118	POSTMASTER	2/9/2009	Stamps:4000- Forever Stamps, 40-\$.01, 20-\$.02, 60-\$.10, 100-\$.100	\$1,786.80
28039	119	PRECISION CONTROL SYSTE	2/9/2009	Reset pump and fan starters, resetboiler flame safe guard due to power outage-Rens	\$499.50
28040	120	QUILL CORPORATION	2/9/2009	Printer drum & cartridges, correction tape, date stamp, file folders, envelopes, tape, indexes, pens, copy & contact & construction paper, staples, markers, paper & binder clips, highlighters, steno pads	\$1,129.62
28041	121	RACHAEL CAVINDER	2/9/2009	Mileage: Deposits, AV shopping, KV reading Council Mtg, Summer Reading Mtg	\$76.18
28042	122	RAYANN GILMORE	2/9/2009	Mileage: Excel class for Staff	\$24.20
28043	123	SHERRY THOMPSON	2/9/2009	Reimbursement on returned DVD	\$7.00
28044	124	SMART APPLE MEDIA	2/9/2009	Books	\$184.50
28045	125	SUE TOBIAS	2/9/2009	Mileage: Bank Deposits and Post Office for ILL delivery, Court House for Delivery of Documents	\$14.85
28046	126	TARA L. JONES	2/9/2009	Reimbursement for Returned Book	\$15.99
28047	127	THE LIBRARY CORPORATION	2/9/2009	TLC/PC Cop Communication	\$2,999.00
28048	128	TLC HOME IMPROVEMENTS, L	2/9/2009	Snow Removal, 12/01/08-1/30/09 Rens. Lib.	\$1,820.00
28049	129	TRU-GREEN LIMITED PARTNE	2/9/2009	32 Bags of Ice Melt	\$352.00
28050	130	TYSEN'S COUNTRY GROCERY	2/9/2009	Program Refreshments	\$5.92
28051	131	UNIQUE MANAGEMENT SERVI	2/9/2009	Initial & Secondary Placements-December 2008	\$135.64
28052	132	WAL-MART COMMUNITY BRC	2/9/2009	Blank CD's, Tape refill, DVDs, Trash Bags, Magazine	\$330.39
28053	133	H.L. MOHLER & ASSOCIATES	2/9/2009	DeM Reroof Contract	\$807.50
28054	134	PURDUE UNIVERSITY	2/9/2009	Guide to Grant Writing Seminar	\$150.00
150183	135	DEMCO	2/9/2009	Custom Wall and Counter Sign	\$117.62
28055	136	JASPER COUNTY CES ED. FU	2/9/2009	Three Classes geared toward Supervisors and their work	\$90.00
28056	137	ALLIED WASTE SERVICES #71	2/10/2009	Trash Service @Wh. Lib, February 2009	\$49.96
28057	138	ANTHEM BLUE CROSS BLUE S	2/10/2009	Health Insurance Premium-February - 17 employees	\$8,044.71
28058	139	ANTHEM LIFE	2/10/2009	Life Ins Premium-February	\$88.49
28059	140	EDWARD YOUNG	2/10/2009	Courier Mileage: 1/16/09-1/31/09	\$330.00
28060	141	FIRST TRUST CREDIT UNION	2/10/2009	Direct Deposits w/held from 10 FEB 09 Payroll-6 participants	\$1,527.90
28061	142	GREAT-WEST RETIREMENT S	2/10/2009	Annuity Contributions from 10 FEB 09 Payroll - 8 participants	\$1,285.00
0	143	INDIANA DEPARTMENT OF RE	2/20/2009	State & County Tax w/held Jan 2009, Verif #35, Ref #59765	\$5,077.46
0	144	IRS USA TAXPAYMENT	2/11/2009	FICA & Federal Taxes w/held 10 February 09, Ref #00243640	\$9,878.46
28062	145	TOWN OF DEMOTTE	2/10/2009	Sewer Service-DeM, December 2008	\$68.42
28063	146	TOWN OF WHEATFIELD SEW	2/10/2009	Sewer services @ Wh. Lib, February 2009	\$56.65
28064	147	VISION SERVICE PLAN- (IN)	2/10/2009	Vision Premium, 17 employees-February 2009	\$162.86
0	148	PAYROLL	2/10/2009	PAYROLL	\$42,730.95
28065	149	ANGELA BARTON	2/10/2009	Mileage: B2B Mtg, AV shopping, Vendor for Gumdrop, Summer Rdg Wksp, IUPUI Childrens Lit Conf.	\$303.05
28066	150	EMBARQ	2/10/2009	Rensselaer Local Phones-February 2009	\$139.78

Printed on Friday, February 27, 2009

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<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
28067	151	NIPSCO	2/10/2009	Utilities, 1/2/09-2/2/09, Wh. Lib	\$2,307.67
28069	152	NIPSCO	2/10/2009	Utilities, 1/9/09-2/5/09, DeMotte Lib	\$4,694.15
0	153	DEMOTTE STATE BANK	2/10/2009	Deposit Slips-Dem. Lib	\$35.00
28070	154	AFLAC	2/25/2009	Supplemental Ins. Premium-February 2009	\$168.00
28071	155	CHICAGO TRIBUNE	2/25/2009	Subscription Renewal Rn. 2/22/09-2/20/2010	\$208.00
28072	156	CITY OF RENSSELAER	2/25/2009	Utilities-Rens Lib, 1/9/09-2/9/09	\$4,269.80
28073	157	EDWARD YOUNG	2/25/2009	Courier Mileage: 2/1/09-2/15/09	\$330.00
28074	158	EMBARQ	2/25/2009	Wheatfield Local Phones-February 2009	\$64.39
28075	159	EMBARQ COMMUNICATIONS I	2/25/2009	Long Distance Calls, DeM, Wh. & Rens Lib, 1/8/09-2/7/09	\$73.67
28076	160	FIRST TRUST CREDIT UNION	2/25/2009	Direct Deposits w/held from 25 FEB 09 Payroll-6 participants	\$1,459.06
28077	161	GREAT-WEST RETIREMENT S	2/25/2009	Annuity Contributions from 25 FEB 09 Payroll - 8 participants	\$1,285.00
0	162	IRS USA TAXPAYMENT	2/26/2009	FICA & Federal Taxes w/held 25 February 09, Ref #00857446	\$9,247.80
28078	163	POST TRIBUNE PUBLISHING, I	2/25/2009	Annual Subscription, Rens. Lib, 1/30/09-2/30/10	\$80.60
0	164	PAYROLL	2/25/2009	PAYROLL	\$40,421.59
Total Amount of Claims					\$169,367.41

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Friday, February 27, 2009

Fiscal Officer

ALLOWANCE OF VOUCHERS

IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 3 pages, and except for vouchers not allowed as show on the Register such vouchers are allowed in the total amount of \$169,367.41

Date this 9th day of March, 2009.

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

Printed on Friday, February 27, 2009

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Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

JASPER COUNTY PUBLIC LIBRARY

F5

Receipt Breakdown

February 28, 2009

	<u>THIS MONTH</u>	<u>YEAR-TO-DATE</u>	<u>TOTAL RECEIPTS THIS MONTH</u>	<u>TOTAL RECEIPTS YEAR-TO-DATE</u>
FEES & FEES:			\$3,181.15	\$6,234.44
DeMotte	\$922.78	\$2,058.00		
Rensselaer	\$1,468.35	\$2,680.14		
Wheatfield	\$790.02	\$1,496.30		
PHOTOCOPIES:			\$807.57	\$1,370.12
DeMotte	\$271.40	\$491.50		
Rensselaer	\$350.82	\$555.72		
Wheatfield	\$185.35	\$322.90		
INTEREST:			\$1,058.09	\$2,185.24
Checking/Repurchase/Savings/CD's	\$1,058.09	\$2,185.24		
TAXES:			\$140,584.77	\$140,584.77
Property Tax	\$96,578.84	\$96,578.84		
License Excise Tax	\$33,574.15	\$33,574.15		
Financial Institution Tax	\$0.00	\$0.00		
CVET(Commercial Vehicle Excise)	\$0.00	\$0.00		
Local Option/Certified Shares	\$0.00	\$0.00		
Local Option/Property Tax Repl.	\$10,431.78	\$10,431.78		
TAXABLE SALES:-.....			\$13.12	\$53.11
REFUNDS:			\$150.00	\$202.00
Rebates/Refund	\$0.00	\$0.00		
Insurance Claims/Reimbursements	\$0.00	\$0.00		
Meeting Room Rental	\$150.00	\$200.00		
Reimbursement	\$0.00	\$0.00		
Grant Reimbursements	\$0.00	\$0.00		
Miscellaneous Receipts	\$0.00	\$2.00		
TOTAL OPERATING FUND RECEIPTS.....			\$145,794.70	\$150,629.68
PLAC FUND:-.....			\$0.00	\$30.00
GIFT FUNDS:			\$1,011.63	\$1,394.81
DeMotte	\$10.00	\$247.70		
Rensselaer	\$991.63	\$1,037.41		
Wheatfield	\$10.00	\$109.70		
LIB. IMPROV. RESERVE FUND: (Interest).....			\$278.96	\$625.05
BOND & INTEREST REDEMPTION FUND:			\$40,732.71	\$40,732.71
Property Tax	\$30,571.19	\$30,571.19		
License Excise Tax	\$10,161.52	\$10,161.52		
Financial Institution Tax	\$0.00	\$0.00		
CVET(Commercial Vehicle Excise)	\$0.00	\$0.00		
RAINY DAY FUND:			\$98,549.78	\$98,549.78
Special CAGIT Distribution	\$98,549.78	\$98,549.78		
Interest Earned	\$0.00	\$0.00		
STATE TECHNOLOGY FUND GRANT FUND:-.....			\$0.00	\$0.00
CAPITAL PROJECTS FUND:			\$31,717.98	\$32,608.35
Interest Earned	\$737.04	\$1,627.41		
Property Tax	\$23,548.16	\$23,548.16		
License Excise Tax	\$7,432.78	\$7,432.78		
Financial Institution Tax	\$0.00	\$0.00		
CVET(Commercial Vehicle Excise)	\$0.00	\$0.00		
HOST/HOSPITALITY FUND:-.....			\$0.00	\$0.00
LEVY EXCESS FUND:-.....			\$84,309.00	\$84,309.00
SALES TAX:-.....			\$3.13	\$5.94
CONSTRUCTION FUND: (Interest Earned).....			\$177.98	\$428.87
CASH CHANGE FUND			\$0.00	\$0.00
SUB-TOTAL (page 1).....			\$402,575.87	\$409,314.19

WITHHOLDING ACCOUNT FUNDS:

			\$28,109.67	\$56,433.39
FIT Tax Collected	\$6,743.42	\$13,455.24		
FICA Collected	\$6,191.42	\$12,446.32		
State Tax Collected	\$2,934.01	\$5,875.24		
County Tax Collected	\$2,131.08	\$4,267.31		
Deferred Comp Plan	\$2,570.00	\$5,113.25		
Pre-tax Insurance Plans	\$2,219.41	\$4,438.82		
Life Insurance	\$135.80	\$281.60		
PERF	\$2,197.57	\$4,447.90		
Garnishments	\$0.00	\$0.00		
Credit Union	\$2,986.96	\$6,107.71		
EIC	\$0.00	\$0.00		
Repayment	\$0.00	\$0.00		
TOTAL RECEIPTS - ALL FUNDS.....			\$430,685.54	\$465,747.58

Voucher List

Jasper County Public Library

Report Date: From 3/1/2009 To 3/9/2009

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
28079	165	AARON'S LAWN CARE	3/9/2009	DeM & Wh. Snow Removal, 1/28-2/19/09	\$720.00
28080	166	ACE HARDWARE	3/9/2009	Plastic Sheeting & Hardware Supply	\$37.98
28081	167	BAKER & TAYLOR	3/9/2009	Books, A-V, Gift Fund Books, Continuations	\$13,754.27
28082	168	BAKER & TAYLOR ENTERTAIN	3/9/2009	DVDs	\$156.40
28083	169	BLUETARP FINANCIAL, INC	3/9/2009	SuperStripper, ret'd scraper blades, bucket, goggles	\$351.25
28084	170	BOYCE FORMS/SYSTEMS	3/9/2009	SBA Numbered Receipt Books (5)	\$154.01
28085	171	BRENDA THOMPSON	3/9/2009	Mileage: Books2Bridge Meeting	\$24.57
28086	172	CAPITAL ONE BANK (USA), NA	3/9/2009	Jewelry prog supply, scrapbook, books, meeting Expenses, staff training materials, page-up holders	\$239.86
28087	173	CHESTER TECHNOLOGIES	3/9/2009	Okidata Printer Cartridges, Hardware Support	\$1,041.00
28088	174	CIRCLE R ELECTRIC, INC.	3/9/2009	De-Icer Cable repair, D & Wh Outside Parking Lot Lights replaced	\$668.24
28089	175	CULLIGAN OF KOUTS	3/9/2009	Water Cooler Rental-March @ Wh. Lib.	\$9.95
28090	176	DARLENE HOLMES	3/9/2009	Lost Book Returned-Reimbursement	\$12.95
28091	177	DEMCO	3/9/2009	Tape, Labels, Tape Dispenser blade	\$111.66
28092	178	DIANNE HOLLERMAN	3/9/2009	Lost Audiobook returned-reimbursement	\$39.98
28093	179	EDUCATION NETWORKS OF A	3/9/2009	Internet Connectivity- February 2009	\$930.00
28094	180	FASE-KALUF TV & APPLIANCE	3/9/2009	Telephone Battery - S/A cordless phone	\$16.99
28095	181	FLEX-PAC INC	3/9/2009	Trash bags, Glass Cleaner, Bowl Cleaner	\$87.80
28096	182	GA FOODS GROUP	3/9/2009	Third Thursday Program supplies-Rens.	\$5.99
28097	183	GALE	3/9/2009	Books	\$1,218.10
28098	184	HERITAGE OFFICE PRODUCT	3/9/2009	Jumbo Rubberbands, UPS charge	\$20.22
28099	185	HIGHSMITH CO. INC.	3/9/2009	Laser Label Sets, bookmarks, tabletop display boards	\$261.59
28100	186	IHSLA 2009 CONFERENCE	3/9/2009	What's Complementary About Alternative Medicine? Program registration, D. Opolski & D. Kooy, 3/18/09	\$130.00
28101	187	INCOLSA	3/9/2009	ContentDM Annual Support, 1/2009	\$1,202.00
28102	188	INDIANA CHAMBER	3/9/2009	In Guide to Hiring/Firing; Supervisor's Handbook	\$209.71
28103	189	INSPIRATIONAL DISTRIBUTOR	3/9/2009	Christian Book series	\$23.31
28104	190	INTELLIGENT CLEANING SYST	3/9/2009	Latex gloves, hand soap & towels, jumbo TP, stripping pads, power stripper	\$530.75
28105	191	JOSEPH ZELLON	3/9/2009	Mileage: Library Maintenance	\$26.40
28106	192	KANKAKEE VALLEY PUBLISHI	3/9/2009	Rensselaer Republican subscription, Wh. Lib. (3/5/09-3/5/10)	\$115.00
28107	193	KARA MULVIHILL	3/9/2009	Feb Mileage: walking books, movie night supply	\$15.40
28108	194	KIRBY RISK CORPORATION	3/9/2009	Ballasts, Fluorescent Lights	\$572.74
28109	195	KNOWBUDDY RESOURCES	3/9/2009	Books	\$292.05
28110	196	LINDA POORTENGA	3/9/2009	Card Craft Prog supplies, Mileage:Mgmt Mtg, Book2bridge, LLN, Bucks to Lib, Career Builder Programs	\$301.30
28111	197	M W INSURANCE AGENCY	3/9/2009	Treasurer & Asst. Treasurer Bonds, 2009	\$150.00
28112	198	MIDAMERICA BOOKS	3/9/2009	Children Books	\$235.77
28113	199	MIDWEST TAPE	3/9/2009	DVDs, Audiobook cases	\$1,055.91
28114	200	OFFICE DEPOT	3/9/2009	Pressboard Binders, copy paper, xacto knife	\$39.31
28115	201	PATTY STRINGFELLOW	3/9/2009	Mileage, parking, and expenses: branch visits, boiler install, ILF Legislative Day Mtg.	\$197.35
28116	202	POPULAR SUBSCRIPTION SE	3/9/2009	Magazine subscriptions (w/exp before Mar 2009)	\$874.38
28117	203	PRECISION CONTROL SYSTE	3/9/2009	1st Qtr. Mtnce-D & R; Coils and switch repairs, cleaned debris in air handler, replaced bad actuator-DeM.	\$3,034.40
28118	204	PROQUEST LLC	3/9/2009	Microfilm Rens Republican, 9-1-12/31/08	\$82.91
28119	205	RACHAEL CAVINDER	3/9/2009	Mileage: Marketing & Mgmt Mtgs, Book Salesman visit, Preschool visit, bank deposit	\$63.80
28120	206	RAYANN GILMORE	3/9/2009	Mileage: Excel Class	\$24.20

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<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
28121	207	ROEING CORPORATION	3/9/2009	3rd Installment on July 2008 Contract for Technical support	\$5,000.00
28122	208	SCHOLASTIC LIBRARY PUBLIS	3/9/2009	Continuations - US State series	\$481.00
28123	209	STEVE'S SPECIALIZED SERVI	3/9/2009	Reimbursed of fees resulting from voided Roofing contract as agreed per 2/9/09 Board Mtg.	\$3,100.00
28124	210	SUE TOBIAS	3/9/2009	Feb Mileage: Bank Deposits, post office trips, office supply	\$11.94
28125	211	TINA GAZAWAY	3/9/2009	Reimbursed for returned Lost Book (Little Lost Girl)	\$17.99
28126	212	TYSEN'S COUNTRY GROCERY	3/9/2009	DeM. Preschool Open House	\$13.18
28127	213	TYSEN'S COUNTRY GROCERY	3/9/2009	Wh. Storytime program expenses	\$7.16
28128	214	TYSEN'S FAMILY FOOD CENTE	3/9/2009	Kid's programs & storytime expenses-Wh.	\$11.76
28129	215	UNIQUE MANAGEMENT SERVI	3/9/2009	Initial & Secondary Collections-January 2009	\$234.59
28130	216	VISION SERVICE PLAN- (IN)	3/9/2009	Vision Premium-March 2009, 17 employees	\$154.10
28131	217	WALL STREET JOURNAL	3/9/2009	2 yr Subscription-DeM. 5/2009-5/2011	\$363.48
28132	218	WAL-MART COMMUNITY BRC	3/9/2009	DVD's, Music CDs, Pledge, Disinfectant Wipes, binder, timer, fantastik, Works TB cleaner, batteries, Wh Children Program expenses	\$2,999.35
28133	219	YVONNE DEL VECCHIO	3/9/2009	Jah/Feb Mileage: Walking Books, Community Connection deliveries & program notices	\$33.83
150184	220	PHILLIP KUHN	3/9/2009	Signage-Wheatfield Construction Project	\$747.00
28142	231	POSTMASTER	3/9/2009	Annual Post Office Box 16 Rental - DeMotte Lib.	\$72.00
28143	233	BIERMA HARDWARE, INC.	3/9/2009	Batteries, Ch. Prog Supplies @Wh	\$34.05
28144	234	DUMAS, WEIST & MAHNESMIT	3/9/2009	Legal Services, Boiler Project (1/22-1/26/09); Roofing Project (1/12-2/16/09)	\$1,050.00
28145	235	EMBARQ	3/9/2009	Local Phone service, Rens, March 2009	\$140.73
28146	236	MATT SWOPE	3/9/2009	Literacy Spanish Class, 3/7/09, Rens. Lib.	\$25.00
28147	237	MATT SWOPE	3/9/2009	Literacy Program-Spanish Class, 3-21-09	\$25.00
Total Amount of Claims					\$43,561.66

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Monday, March 09, 2009

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 2 pages, and except for vouchers not allowed as show on the Register such vouchers are allowed in the total amount of \$43,561.66

Date this 9th day of March, 2009.

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

Printed on Monday, March 09, 2009

Page 2 of 2

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

APRIL

Agenda
Jasper County Public Library
Board of Trustees Meeting
Monday, April 13, 2009, 7pm
Rensselaer Public Library

Opening of Meeting

Moment of Silence

Approval of Consent Agenda & Consent Agenda Items Action

Minutes of March Board Meeting
Bills/Financial Reports
Salary Ordinance Update (R 7)
Workshop Request (R 65)

General Business

Capital Projects Fund (R 65)	Action
Building Insurance (R 65)	Information
Annual Report of Technical Services Librarian & Systems Administrator (R 65)	Information
Technology Plan 7/1/08-6/30/11 (R 25 & R 66)	Action
Personnel Policy Review (R 10;R 66)	Action
Additional Appropriation	Action
Emergency Contract (R 66)	Action
Advanced Tax Draw Resolution (R 66)	Action
Director Review (R 66)	Information

Director's Report (R 65)

Information

Items for Future Agendas

Public Forum

Adjournment

Patty Stringfellow

From: Patty Stringfellow
Sent: Thursday, April 09, 2009 8:31 AM
To: [REDACTED]
Subject: revised agenda
Attachments: revised agenda for posting 4 09.docx

Your board packets were mailed yesterday. When they arrive please replace the agenda in your packet with the agenda I have included in this email as an attachment.

This revised agenda (which has been posted for the public) includes Additional Appropriation as an item of business. We have had our hearing. At the April meeting you will pass a resolution to seek an Additional Appropriation, and then we will pass that along to the DLGF.

Thank you-
Patty

Patty Stringfellow, Director
Jasper County Public Library
208 West Susan Street
Rensselaer, IN 47978
Phone 219-866-5881
Fax 219-866-7378
Central Time Zone
"Inform, Enrich, Empower"

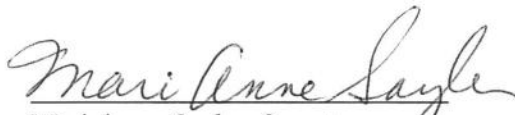
Gail,
Keep this
email as
proof of
date/time stamp
for revised
agenda. Thanks -
Patty

Gail - Original
Revised agenda
w/ additional
appropriation -
this has been
posted &
distributed to
board on
4-9-09

Minutes.....March 30, 2009
Special Meeting of the Jasper County Public Library Board 4:00pm

Present: Susan Deardorff, Anne-Marie Egan, Tim Schultz, Mari Anne Sayler, Patty Stringfellow, & Kent Mahnesmith

Additional Appropriation: The Additional Appropriation Hearing was held at 4:00pm as advertised. There was no one in attendance to express concern about the additional appropriation. With no further business to discuss, the hearing was closed at 4:10pm on a motion by A-M Egan.


Mari Anne Sayler, Secretary pro tem


Attest: Sue Deardorff, President

Agenda
Jasper County Public Library
Board of Trustees Meeting
Monday, April 13, 2009, 7pm
Rensselaer Public Library

Opening of Meeting

Moment of Silence

Approval of Consent Agenda & Consent Agenda Items

Action

Minutes of March Board Meeting
Bills/Financial Reports
Salary Ordinance Update (R 7)
Workshop Request (R 65)

General Business

Capital Projects Fund (R 65)
Building Insurance (R 65)
Annual Report of Technical Services Librarian &
Systems Administrator (R 65)
Technology Plan 7/1/08-6/30/11 (R 25 & R 66)
Personnel Policy Review (R 10;R 66)
Emergency Contract (R 66)
Advanced Tax Draw Resolution (R 66)
Director Review (R 66)

Action
Information
Information
Action
Action
Action
Action
Information

Director's Report (R 65)

Information

Items for Future Agendas

Public Forum

Adjournment

MINUTES

Jasper County Public Library Board of Trustees
7:00 PM

March 9, 2009
Rensselaer Library

Present: Jody Melton, Anne-Marie Egan, Susan Deardorff, Mari Anne Sayler, Timothy Schultz Jr., Joan Floyd, Natalie Waling. **Others Present:** Patricia Stringfellow, Gail Jung, Kent Mahnesmith, Harry L. Mohler, Brenda Thompson.

Agenda & Consent Agenda Approval: A-M Egan moved, seconded by M. Sayler, to approve the February Board Meeting minutes, monthly bills, and financial reports, \$30 DeMotte Chamber of Commerce 2006 Outstanding Check receipted back, Microfilm Reader/Printer Policy, and IHSLA Workshop approvals. Motion was unanimously approved.

Capital Projects Fund: The director outlined points in the 2010-2012 CPF plan that calls for spending \$50,000 on technology for each of the three years with the balance set aside for future renovations at the DeMotte Library. On a motion by J. Floyd, seconded by M. Sayler, the board approved to advertise the Capital Projects Plan 2010-2012 and hold a public hearing on April 13, 2009 at 7:00 PM at the Rensselaer Library. Motion was unanimous.

Additional Appropriation: Department of Local Government Finance (DLGF) approved the board's declaration of an emergency for the DeMotte Library roof. As a result, the library may seek an additional appropriation immediately and seek verbal approval. We have already appropriated \$80,000 from LIRF and \$23,700 from Rainy Day. It has been determined that we will need an additional \$150,000 appropriated from the Rainy Day fund to cover the cost of the roof and still hold some appropriated funds in reserve should another need arise during 2009. J. Melton moved, seconded by A-M Egan, to advertise for an additional appropriation in the amount of \$150,000 from Rainy Day and hold a public hearing on March 30th at 4:00 PM at the Rensselaer Library. Motion passed. A-M Egan, S. Deardorff, M. Sayler, T. Schultz plan to be in attendance with N. Waling as a backup if needed for a quorum.

Emergency Contract: According to State Board of Account guidelines, the declaration of an emergency allows the library to contract for a public work project without advertising for bids if bids or quotes are invited from at least two persons known to deal in the public work required to be done. K. Mahnesmith advised that the Common Construction Wage Scale is valid for one year from the date it was adopted (November 3, 2008) providing there has been no change or modification in the scope of work or additional job classifications that were not originally addressed relevant to the project.

H. Mohler Contract: At the request of the Board, K. Mahnesmith did review our contract with H. L. Mohler and Associates. The contract basically deals with the design of roofs, preparation and specifications for legal notices according to our attorney's review; however, the minutes of 12/8/08 Board Meeting cited that Mr. Mohler had reviewed the bids for irregularities. H. Mohler offered a credit of \$2305 to assist in resolving any conflict or liability with the reroofing contract issue. On a motion by J. Melton, the board accepted the credit of \$2305. A-M Egan seconded the motion. Motion passed. After a brief discussion, the board chose to continue the reroof project with architect, H. Mohler.

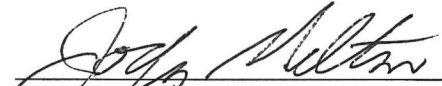
Wage Compression Increase: J. Floyd requested that the sentence relating to compression adjustments be omitted from the Personnel Policy when it is reviewed by the board in April.

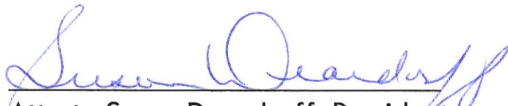
Director's Report: The County Treasurer has received authority to release 2009 CAGIT money on a monthly basis beginning in April rather than twice a year in May and November. The library received a check for the first 3 months.

ISL did not approve our grant application for automatic doors at DeMotte Library. We will continue to seek other sources to help fund the project. Lee Company reports that the selected carpet pattern will not work with padding. They will send more design samples for our consideration. The DeMotte boilers were 'tagged' by the state inspector due to an incorrect high limit control being installed. A manufacturer's representative has made a correction and we will request a new inspection.

The US Consumer Product Safety Commission has found that books published before 1985 contain traces of lead and are requiring makers, importers, printers, and distributors remove and discard these children's books. ALA alleges libraries are exempt from this law and filed an interpretation. The Indiana State Library has advised that libraries are under a reprieve. JCPL has proactively compiled a list of books in our collection that were printed before 1985.

Adjournment: With no further matters for discussion, J. Floyd moved to adjourn at 7:53 PM.


Jody Melton, Secretary


Attest: Susan Deardorff, President

CIRCULATION BY HOLDINGS CODE
March 2009

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
Award Winner JBIO (DAJBIO)	0	0	0	0
Award Winner JE (DAJE)	0	0	0	0
Award Winner JFIC (DAJFIC)	0	2	0	2
Award Winner JNF (DAJNF)	0	0	0	0
Award Winner JPFIC (DAJBPF)	0	0	0	0
Award Winning fiction (DAWFIC)	32	15	2	49
Award Winning non-fiction (DAWN)	3	6	0	9
Award Winner YAFIC (DAYAF)	0	0	0	0
Award Winner YAPFIC (DAYPBF)	0	0	0	0
Biography (DBIO)	39	7	2	48
Books on CD (DBKCD)	132	8	4	144
Books on Tape (DBKT)	10	1	2	13
Compact Disc (DCD)	437	22	3	462
Digital Audiobooks (DDA)	3	0	1	4
DVD (DDVD)	1819	30	7	1856
Equipment (DEQP)	231	5	2	238
See librarian (DERR)	0	0	0	0
Express Book (DEXP)	45	0	1	46
Fiction (DFIC)	901	26	35	962
Fiction Fantasy (DFICF)	19	2	0	21
Fiction Mystery (DFICM)	122	6	3	131
Fiction New (DFICNEW)	586	9	14	609
Fiction Science Fiction (DFICSF)	13	1	0	14
Fiction Western (DFICW)	30	0	0	30
Genealogy (DGENE)	0	0	0	0
Genealogy Mag (DGMAG)	0	0	0	0
Graphic Novels (DGN)	37	0	0	37
Hanging Bags (DHANG)	40	0	2	42
ILL (DILL)	74	1	0	75
Internet (DINTER)	1541	0	0	1541
Juv. Audio book (DJAUDB)	23	3	0	26
Juv. Biography (DJBIO)	23	1	2	26
Juv. Book on CD (DJBKCD)	0	0	0	0
Juv. Book on Tape (DJBKT)	0	0	0	0
Juv. Compact Disc (DJCD)	70	0	0	70
Juvenile Easy (DJE)	703	12	0	715
Juv. Easy Non-fiction (DJENF)	45	0	1	46
Juv. Easy Reader (DJER)	379	13	2	394
Juv. Fiction (DJFIC)	564	27	6	597
Juv. Holiday books (DJHOL)	25	5	0	30
Juv. Magazine (DJMAG)	62	0	0	62
Juv. Music Cassette (DJMC)	1	0	0	1
Juv. Nonfiction (DJNF)	449	39	12	500
Juv. Nonfic Text Bk (DJNFTB)	0	0	0	0
Juv. Paperback fic (DJPBF)	0	0	0	0
Juv. Professional Coll. (DJPRO)	0	0	0	0
Juv. Reference (DJREF)	1	0	0	1
Juv. Toddler (DJTOD)	144	0	1	145
Large Print Fiction (DLPF)	104	9	3	116

Large Print Nonfic (DLPNF)	3	0	1	4
Magazine (DMAG)	840	5	4	849
Music Cassette (DMCAS)	0	0	0	0
Nonfiction 000 (DNF000)	31	2	1	34
Nonfiction 100 (DNF100)	20	0	0	20
Nonfiction 200 (DNF200)	49	1	0	50
Nonfiction 300 (DNF300)	82	26	5	113
Nonfiction 400 (DNF400)	7	1	0	8
Nonfiction 500 (DNF500)	21	0	0	21
Nonfiction 600 (DNF600)	292	12	17	321
Nonfiction 700 (DNF700)	125	6	2	133
Nonfiction 800 (DNF800)	15	3	0	18
Nonfiction 900 (DNF900)	95	7	2	104
Nonfiction DVD (DNFDVD)	43	1	0	44
Nonfiction (DNFIC)	1	0	0	1
Nonfiction New (DNFNEW)	133	14	2	149
Nonfiction VHS (DNFVHS)	20	0	0	20
Oversize (DOVER)	0	0	0	0
Professional Coll. (DPROF)	0	0	0	0
Parent Shelf Juv. Fic (DPSJFic)	0	0	0	0
Parent Shelf Juv. NF (DPSJNF)	17	1	0	18
Reference (DREF)	0	0	0	0
Ref. Magazine (DRMAG)	0	0	0	0
Reference Software (DRSW)	0	0	0	0
Spanish Collection (DSPA)	39	0	0	39
Software (DSWAR)	116	1	1	118
Vertical File (DVF)	0	0	0	0
VHS (DVHS)	377	2	2	381
YA Audio book (DYAUSB)	12	1	0	13
YA Biography (DYAB)	3	0	0	3
YA Books on CD (DYABKCD)	0	0	0	0
YA Books on Tape (DYABKT)	0	0	0	0
YA Fiction (DYAF)	282	9	14	305
YA Nonfiction (DYANF)	13	0	0	13
YA Paperback Fic (DYAPBF)	0	0	0	0
Storage (DZSTO)	9	1	0	10
Award Winner JBIO (RAJBIO)	0	1	0	1
Award Winner JE (RAJE)	0	0	0	0
Award Winner JFIC (RAJFIC)	0	0	0	0
Biography (RBIO)	4	57	3	64
Books on CD (RBKCD)	2	188	0	190
Books on Tape (RBKT)	0	32	1	33
Compact Disc (RCD)	24	527	9	560
Digital Audiobooks (RDA)	0	7	0	7
DVD (RDVD)	28	2956	21	3005
Equipment (REQP)	0	65	0	65
See librarian (RERR)	0	0	0	0
Express Book (REXP)	0	58	0	58
Fiction (RFIC)	40	999	21	1060
Fiction New (RFICNEW)	18	455	17	490
Genealogy (RGENE)	0	0	0	0
Genealogy Mag (RGMAG)	0	1	0	1
Gen. Milroy Coll (RGMIL)	0	0	0	0
Graphic Novels (RGN)	0	66	1	67

Hanging Bag (RHANG)	0	25	0	25
ILL (RILL)	0	103	0	103
Internet (RINTER)	0	2521	0	2521
Juv. Audio book (RJAUDB)	1	22	0	23
Juv. Biography (RJBIO)	0	22	2	24
Juv. Book on CD (RJBKCD)	0	0	0	0
Juv. Book on Tape (RJBKT)	0	0	0	0
Juv. Compact Disc (RJCD)	1	62	2	65
Juvenile Easy (RJE)	11	938	2	951
Juv. Easy Non-fiction (RJENF)	1	69	0	70
Juv. Easy Reader (RJER)	6	288	3	297
Juv. Fiction (RJFIC)	22	485	5	512
Juv. Magazine (RJMAG)	0	17	0	17
Juv. Music Cassette (RJMC)	0	0	0	0
Juv. Nonfiction (RJNF)	7	595	7	609
Juv. Paperback fic (RJPBF)	0	0	0	0
Juv. Professional Coll. (RJPRO)	0	0	0	0
Juv. Reference (RJREF)	0	0	0	0
Juv. Toddler (RJ TOD)	2	124	0	126
Large Print Fiction (RLPF)	19	147	3	169
Large Print Nonfic (RLPNF)	2	9	0	11
Magazine (RMAG)	4	387	2	393
Music Cassette (RMCAS)	0	0	0	0
Non-Fiction 000 (RNF000)	0	13	0	13
Non-Fiction 100 (RNF100)	0	22	0	22
Non-Fiction 200 (RNF200)	5	53	1	59
Non-Fiction 300 (RNF300)	10	152	10	172
Non-Fiction 400 (RNF400)	0	15	0	15
Non-Fiction 500 (RNF500)	1	61	0	62
Non-Fiction 600 (RNF600)	15	305	13	333
Non-Fiction 700 (RNF700)	2	76	4	82
Non-Fiction 800 (RNF800)	0	38	2	40
Non-Fiction 900 (RNF900)	6	126	2	134
Nonfiction DVD (RNFDVD)	1	109	0	110
Nonfiction (RNFIC)	0	0	0	0
Nonfiction new (RNFNEW)	6	185	15	206
Nonfiction VHS (RNFVHS)	5	49	0	54
Oversize (ROVER)	0	0	0	0
Professional Coll. (RPRO)	0	0	0	0
Reference (REF)	0	0	0	0
Reference Business (RREFB)	0	0	0	0
Ref. Magazine (RRMAG)	0	0	0	0
Ready Reference (RRR)	0	0	0	0
Reference Software (RRSW)	0	0	0	0
Spanish Collection (RSPA)	0	29	0	29
Software (RSWAR)	0	115	0	115
Vertical File (RVF)	0	3	0	3
VHS (RVHS)	3	213	0	216
YA Audio book (RYAUDB)	1	13	0	14
YA Biography (RYAB)	0	3	0	3
YA Books on CD (RYABKCD)	0	0	0	0
YA Books on Tape (RYABKT)	0	0	0	0
YA Fiction (RYAF)	11	275	5	291
YA Nonfiction (RYANF)	1	36	0	37
YA Paperback Fic (RYAPBF)	0	0	0	0

Storage (RZSTO)	1	0	0	1
Award Winner JE (WAJE)	0	0	0	0
Biography (WBIO)	1	6	30	37
Books on CD (WBKCD)	6	16	143	165
Books on Tape (WBKT)	3	0	13	16
Compact Disc (WCD)	16	19	516	551
Digital Audiobooks (WDA)	1	2	1	4
DVD (WDVD)	24	29	1829	1882
Equipment (WEQP)	0	0	87	87
See librarian (WERR)	0	0	0	0
Express Book (WEXP)	0	0	52	52
Fiction (WFIC)	46	43	485	574
Fiction Fantasy (WFICF)	0	0	12	12
Fiction Mystery (WFICM)	12	4	78	94
Fiction New (WFICNEW)	17	16	379	412
Fiction Science Fiction (WFICSF)	0	0	8	8
Fiction Western (WFICW)	0	1	3	4
Genealogy (WGENE)	0	0	0	0
Genealogy Mag (WGMAG)	0	0	0	0
Graphic Novels (WGN)	0	0	15	15
Hanging Bags (WHANG)	1	1	13	15
ILL (WILL)	1	1	51	53
Internet (WINTER)	0	0	1085	1085
Juv. Audio book (WJAUDB)	0	4	8	12
Juv. Biography (WJBIO)	3	3	46	52
Juv. Book on CD (WJBKCD)	0	0	0	0
Juv. Book on Tape (WJBKT)	0	0	0	0
Juv. Compact Disc (WJCD)	0	1	29	30
Juvenile Easy (WJE)	34	18	685	737
Juv. Easy Non-fiction (WJENF)	4	1	77	82
Juv. Easy Reader (WJER)	25	4	269	298
Juv. Fiction (WJFIC)	33	17	358	408
Juv. Magazine (WJMAG)	0	0	49	49
Juv. Music Cassette (WJMC)	0	0	0	0
Juv. Nonfiction (WJNF)	44	40	445	529
Juv. Paperback fic (WJPBF)	0	0	0	0
Juv. Professional Coll. (WJPRO)	0	0	0	0
Juv. Reference (WJREF)	0	0	0	0
Juv. Toddler (WJTOD)	3	3	159	165
Large Print Fiction (WLPF)	10	9	77	96
Large Print Nonfic (WLPNF)	0	0	11	11
Magazine (WMAG)	6	1	481	488
Non-Fiction 000 (WNF000)	2	0	4	6
Non-Fiction 100 (WNF100)	0	0	4	4
Non-Fiction 200 (WNF200)	3	1	12	16
Non-Fiction 300 (WNF300)	6	2	54	62
Non-Fiction 400 (WNF400)	0	0	3	3
Non-Fiction 500 (WNF500)	1	1	5	7
Non-Fiction 600 (WNF600)	12	13	169	194
Non-Fiction 700 (WNF700)	5	0	59	64
Non-Fiction 800 (WNF800)	1	1	4	6
Non-Fiction 900 (WNF900)	0	1	34	35
Nonfiction DVD (WNFDVD)	0	3	69	72
Nonfiction (WNFIC)	0	0	0	0

Nonfiction New (WNFNEW)	6	12	81	99
Nonfiction VHS (WNFVHS)	0	2	4	6
Professional Coll. (WPROF)	0	0	0	0
Parent Shelf Juv. Fic (WPJF)	0	0	0	0
Parent Shelf Juv. NF (WPSJNF)	0	0	0	0
Reference (WREF)	0	0	0	0
Ref. Magazine (WRMAG)	0	0	0	0
Reference Software (WRSWAR)	0	0	0	0
Spanish Collection (WSPA)	0	0	8	8
Software (WSWAR)	1	0	76	77
Vertical File (WVF)	0	0	3	3
VHS (WVHS)	2	5	201	208
YA Audio book (WYAUSB)	0	2	7	9
YA Biography (WYAB)	0	1	3	4
YA Books on CD (WYABKCD)	0	1	0	1
YA Books on Tape (WYABKT)	0	0	0	0
YA Fiction (WYAF)	31	19	174	224
YA Nonfiction (WYANF)	1	2	36	39
YA Paperback Fic (WYAPBF)	0	0	0	0
Storage (WZSTO)	0	0	3	3
TOTAL	11973	13765	8814	34552

CIRCULATION BY HOLDINGS CODE
March 2009

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
Award Winner JBIO (AJBIO)	0	0	0	0
Award Winner JE (AJE)	0	0	0	0
Award Winner JFIC (AJFIC)	0	2	0	2
Award Winner JNF (AJNF)	0	0	0	0
Award Winner JPFIC (AJPF)	0	0	0	0
Award Winning fiction (AWFIC)	32	15	2	49
Award Winning non-fiction (AWNFI)	3	6	0	9
Award Winner YAFIC (AYAF)	0	0	0	0
Award Winner YAPFIC (YAYPBF)	0	0	0	0
Biography (BIO)	44	70	35	149
Books on CD (BKCD)	140	212	147	499
Books on Tape (BKT)	13	33	16	62
Compact Disc (CD)	477	568	528	1573
Digital Audiobooks (DA)	4	9	2	15
DVD (DVD)	1871	3015	1857	6743
Equipment (EQP)	231	70	89	390
See librarian (ERR)	0	0	0	0
Express Book (EXP)	45	58	53	156
Fiction (FIC)	987	1068	541	2596
Fiction Fantasy (FICF)	19	2	12	33
Fiction Mystery (FICM)	134	10	81	225
Fiction New (FICNEW)	621	480	410	1511
Fiction Science Fiction (FICSF)	13	1	8	22
Fiction Western (FICW)	30	1	3	34
Genealogy (GENE)	0	0	0	0
Genealogy Mag (GMAG)	0	1	0	1
Gen. Milroy Coll (GMIL)	0	0	0	0

Graphic Novels (GN)	37	66	16	119
Hanging Bags (HANG)	41	26	15	82
ILL (ILL)	75	105	51	231
Internet (INTR)	1541	2521	1085	5147
Juv. Audio book (JAUDB)	24	29	8	61
Juv. Biography (JBIO)	26	26	50	102
Juv. Book on CD (JB CD)	0	0	0	0
Juv. Book on Tape (JBKT)	0	0	0	0
Juv. Compact Disc (JCD)	71	63	31	165
Juvenile Easy (JE)	748	968	687	2403
Juv. Easy Non-Fiction (JENF)	50	70	78	198
Juv. Easy Reader (JER)	410	305	274	989
Juv. Fiction (JFIC)	619	529	369	1517
Juv. Holiday (JHOL)	25	5	0	30
Juv. Magazine (JMAG)	62	17	49	128
Juv. Music Cassette (JMC)	1	0	0	1
Juv. Nonfiction (JNF)	500	674	464	1638
Juv. Nonfic Text Bk (JNFT)	0	0	0	0
Juv. Paperback fic (JPBF)	0	0	0	0
Juv. Professional Coll. (JPRO)	0	0	0	0
Juv. Reference (JREF)	1	0	0	1
Juv. Toddler (JTOD)	149	127	160	436
Large Print Fiction (LPF)	133	165	83	381
Large Print Nonfic (LPNF)	5	9	12	26
Magazine (MAG)	850	393	487	1730
Music Cassette (MCAS)	0	0	0	0
Non-Fiction 000 (NF000)	33	15	5	53
Non-Fiction 100 (NF100)	20	22	4	46
Non-Fiction 200 (NF200)	57	55	13	125
Non-Fiction 300 (NF300)	98	180	69	347
Non-Fiction 400 (NF400)	7	16	3	26
Non-Fiction 500 (NF500)	23	62	5	90
Non-Fiction 600 (NF600)	319	330	199	848
Non-Fiction 700 (NF700)	132	82	65	279
Non-Fiction 800 (NF800)	16	42	6	64
Non-Fiction 900 (NF900)	101	134	38	273
Non-Fiction DVD (NFDVD)	44	113	69	226
Nonfiction (NFIC)	1	0	0	1
Nonfiction New (NFNEW)	145	211	98	454
Nonfiction VHS (NFVH)	25	51	4	80
Oversize (OVER)	0	0	0	0
Professional Coll. (PROF)	0	0	0	0
Parent Shelf Juv. Fic (PJF)	0	0	0	0
Parent Shelf Juv. NF (PSJNF)	17	1	0	18
Reference (REF)	69	99	50	218
Reference Business (REFB)	0	0	0	0
Ref. Magazine (RMAG)	0	0	0	0
Ready Reference (RRR)	0	0	0	0
Reference Software (RSWAR)	0	0	0	0
Spanish Collection (SPA)	39	29	8	76
Software (SWAR)	117	116	77	310
Vertical File (VF)	0	3	3	6
VHS	382	220	203	805
YA Audio book (YAUDB)	13	16	7	36
YA Biography (YAB)	3	4	3	10

YA Books on CD (YABKCD)	0	1	0	1
YA Books on Tape (YABKT)	0	0	0	0
YA Fiction (YAF)	324	303	193	820
YA Nonfiction (YANF)	15	38	36	89
YA Paperback Fic (YAPBF)	0	0	0	0
Storage (ZSTO)	10	1	3	14
				0
Free reads	311	432	170	913
Games/Puzzles	2	2	0	4
Talking books	0	0	0	0
Assignment Shelf Books	0	0	0	0
TOTAL	12355	14297	9034	35686

	DeMotte	Rensselaer	Wheatfield	
ADULT BOOKS				
Fiction	2303	2218	1364	5885
Nonfiction	1184	1461	661	3306
CHILDREN'S BOOKS				
Fiction	1958	1946	1492	5396
Nonfiction	622	782	592	1996
YA BOOKS				
Fiction	361	369	209	939
Nonfiction	18	42	39	99
Magazines, Adult	850	394	487	1731
Magazines, Children	62	17	49	128
Sound Recordings, adult	647	839	700	2186
Sound Recordings, ch	137	118	54	309
Online databases	0	0	0	0
Software	117	116	77	310
Vertical file	0	3	3	6
VHS/DVD	2322	3399	2133	7854
Equipment	231	70	89	390
Total	10812	11774	7949	30535
A-V Circulation	3223	4472	2964	10659
A-V Circulation as % of total	29.8%	38.0%	37.3%	34.9%

March 2009

END OF MONTH:	DEMOTTE	RENSSELAER	WHEATFIELD
Total Materials Owned	66,679	57,378	43,161
Circulation Increase/Decrease	12.0%	11.6%	10.8%
XXXXXXXXXXXXXXX) XX			XXXXXXXXXXXXXX
MONTHLY SYSTEM STATISTICS	2008	2009	% change
Current month's Circulation	27,382	30,535	11.5%
Jan. to date circulation	76,934	86,910	13.0%

DEMOTTE COLLECTION		RENSSELAER COLLECTION		WHEATFIELD COLLECTION	
Start of Month	End of Month	Start of Month	End of Month	Start of Month	End of Month
Volumes	Volumes	Volumes	Volumes	Volumes	Volumes
XX					
17,903	18,041	11,505	11,418	11,978	12,063
17,316	17,499	18,739	18,826	9,593	9,624
					ADULT BOOKS
					Fiction
					Nonfiction
					CHILDREN'S BKS
12,984	13,028	10,729	10,666	8,814	8,868
9,007	8,960	5,696	5,627	4,869	4,873
					Fiction
					Nonfiction
					YA BOOKS
2,107	2,132	2,130	2,156	1,775	1,798
439	442	690	696	161	162
					Fiction
					Nonfiction
					0 Magazines,Adult
					0 Magazines, Child
0	0	20	20	0	0 Games, Toys
2,504	2,496	2,973	2,980	2,801	2,808 Sound Rec/Adult
552	556	412	415	530	531 Sound Rec/Child
25	25	16	16	1	1 Online Databases
330	330	377	377	136	135 Software
3	3				Vertical Files
2,997	3,048	3,987	4,039	2,192	2,241 VHS/DVD
119	119	142	142	57	57 Equipment
66,286	66,679	57,416	57,378	42,907	43,161 TOTAL
XX					

JASPER COUNTY PUBLIC LIBRARY MONTHLY REPORT

R5

March 2009

	DeMotte		Rensselaer		Wheatfield		TOTAL	HOURS SPENT
	Hrs.		Hrs.		Hrs.			
INTRALIBRARY LOANS FILLED	246	53	230	50	413	89	889	193
LOCAL HISTORY								
In person	4	1	20	6	6	2	30	9
Letters written	2	2	7	7		0	9	9
IN-HOUSE USE - HARDWARE/SOFTWARE								
Internet use	1541	64	2521	105	1085	45	5147	214
Computer software used	170	14	218	18	143	12	531	44
VCR Use	0	0	0	0	0	0	0	0
Microforms	4	1	1	0	0	0	5	1
CD ROM/Online databases	179	15	431	36	209	17	819	68
Typewriter use	2	0	0	0	0	0	2	0
Other equipment used		0	1	0	2	1	3	1
OTHER LIBRARY SERVICES USED								
Outreach activities	40	40	3	2	0	0	43	29
Notarized documents	10	3	19	5	3	1	32	8
Meeting Room Use (no. of group	45	15	69	23	40	13	154	51
Study room use	26	2	32	3	8	1	66	6
Proctoring	6	3	1	1	0	0	7	4
Tax Forms distributed	0	0	7	0	0	0	7	0
Pull Requests	0	0	0	0	0	0	0	0
IN-HOUSE USE ITEMS	83		383		219		685	
WIRELESS USE via patron owned pcs	128		227		77		432	
SELF-CHECKOUT USE	382		1119		592		2093	
INTERLIBRARY LOANS								
Requests made for:	59	15	88	22	67	17	214	54
Items rec'd for:	69	35	99	50	50	25	218	109
Items requested by other libraries	0		0		0		0	
Items supplied to other libraries	0	0	0	0	0	0	0	0

REGISTRATIONS

Total Borrowers	7954	8094	4396	20444
Non-resident, paying	1	3	0	4
PLAC card users	0	4	1	5
Reciprocal borrowers	401	381	86	868
Number of New Patrons Added	73	63	40	176
Number of Patron Cards Expired	1	2	0	3

PROGRAMS

	DeMotte	Rensselaer	Wheatfield	TOTAL	HOURS SPENT
	Hrs.	Hrs.	Hrs.		

Programs for all ages	0	0	0	0	0	0	0	0
Children's Programs (0-13)	14	84	17	102	8	48	39	234
Number attending	196		174		184		554	
YA Programs (14-17)	1	6	2	12	1	6	4	24
Number attending	4		16		10		30	
Adult Programs	1	6	8	48	0	0	9	54
Number attending	79		185		10		274	
Senior Citizen Programs	10	60	9	54	2	12	21	126
Number attending	101		104		18		223	
Total Number of Programs	26	156	36	216	11	66	73	438
Total Persons Attending	380		479		222		1081	
Total Attending Same Month Last `							#####	
Total Staff Hours Spent		418		543		289	1250	1236
Total Number of In-House Program	14		31		8		53	
Total Attendance	193		388		100		681	
Total Number of Outreach Program	12		5		3		20	
Total Attendance	187		91		122		400	

CIRCULATION BY PATRON CODE

PATRONS	DeMotte		Rensselaer		Wheatfield		ALL LIBRARIES	
	Items Loaned	% of Total	Items Loaned	% of Total	Items Loaned	% of Total	Items Loaned	% of Total
Adult	7572	70.8%	7354	63.0%	5599	70.9%	20525	67.8%
Corporate	14	0.1%	79	0.7%	204	2.6%	297	1.0%
Juvenile 0-11	422	3.9%	519	4.4%	873	11.1%	1814	6.0%
Juvenile-AV	1082	10.1%	1126	9.6%	0	0.0%	2208	7.3%
Nonresident No Fee	54	0.5%	180	1.5%	142	1.8%	376	1.2%
Nonresident Fee	0	0.0%	1	0.0%	0	0.0%	1	0.0%
PLAC (state library card)	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Reciprocal Adult	507	4.7%	430	3.7%	87	1.1%	1024	3.4%
Reciprocal Juvenile	0	0.0%	33	0.3%	1	0.0%	34	0.1%
Reciprocal Juvenile AV	28	0.3%	55	0.5%	0	0.0%	83	0.3%
Reciprocal YA	6	0.1%	4	0.0%	0	0.0%	10	0.0%
Reciprocal YA AV	0	0.0%	5	0.0%	4	0.1%	9	0.0%
School	0	0.0%	7	0.1%	0	0.0%	7	0.0%
School AV	0	0.0%	4	0.0%	0	0.0%	4	0.0%
St. Joseph College	0	0.0%	213	1.8%	0	0.0%	213	0.7%
Staff	473	4.4%	945	8.1%	636	8.1%	2054	6.8%
Walking books	99	0.9%	115	1.0%	0	0.0%	214	0.7%
YA 12-17	96	0.9%	131	1.1%	46	0.6%	273	3.7%
YA-AV	347	3.2%	477	4.1%	307	3.9%	1131	3.7%
Total	10700		11678		7899		30277	
All items borrowed by nonresidents	595	5.6%	932	8.0%	234	3.0%	1761	5.8%

**Salary Ordinance 2009
Updated 4/13/09**

Name	Classification	Present Hrly Wage	Start Date	Hrs Worked	Library
Joe Zellon	Courier	\$11.79	4/1/09	10	R,D,W

Joe Zellon has been hired as Library Courier, replacing Ed Young, who retired from this position.

We have examined and approved the changes to the 2009 Jasper County Public Library Salary Ordinance. Dated 4/13/09

<u>Mari Anne Saylor</u>	<u>Natalie Ubling</u>
<u>Jody Melton</u>	<u>Timothy N Schuck</u>
<u>Gene-Marie Egan</u>	<u></u>
<u>Juan Oquendo</u>	<u></u>

PERSONNEL POLICY

DEFINITIONS

1. **Exempt employees** are those whose duties and responsibilities are of an executive, administrative, or professional character (or other exempt work) as described under the Fair Labor Standards Act (FLSA) and who are paid on a salary basis and are, therefore, exempt from the overtime and certain other provisions of the FLSA.
2. **The Board of Directors** of the Jasper County Public Library will hereinafter be referred to as "**The Board**".
3. The **Jasper County Public Library** will hereinafter be referred to as "**JCPL**".
4. **Certified** employees are defined as any employees holding or qualifying for any of the five Indiana Library Certification levels.
5. **Non-certified** employees are defined as any employees not holding or qualifying for any of the five Indiana Library Certification levels.
6. A **work week** is defined as Sunday through Saturday.
7. **Overtime** is defined as any time worked over 40 hours per week.
8. The first six months of employment is considered a training/orientation period when a new employee must satisfactorily demonstrate the ability to perform his/her duties.

ADMINISTRATION AND MANAGEMENT

1. The administration and direction of all employees shall be the responsibility of the Director or his/her designee. Hiring of new personnel, promotions, dismissals shall be under the Director's jurisdiction except where the Board has indicated restrictions. The employment of the Director shall be the responsibility of the Board.
2. JCPL is an Equal Opportunity employer and selection of employees is based solely on merit.
3. All employees are employees at will and can be terminated at any time without notice.
4. JCPL shall observe Indiana Library State Certification requirements.
5. Typically Each employee will be evaluated annually in writing. The Director will be evaluated annually in May.

6. Close relatives of Board members and staff shall not be employed by the Library. A special exception may be granted by the board for a person employed on an irregular and very limited basis.

SALARIES

1. This salary policy will be reviewed annually to determine whether the classification plan fairly reflects the kind and level of positions needed to effectively operate the library and whether salary ranges are still fair and equitable. Salary obligations made by the Board or by the Director are contingent upon sufficient revenues of the Library.
2. The Board is responsible for determining the amount of money to be budgeted for salaries and setting the salary of the Director.
3. The Director is responsible for determining the job classification and salary amounts for each employee subject to board review.

4. Explanation of Salary Plan

- 4.1 Pages, clerks and Library Assistant I's will be evaluated after 3 months of employment. They will receive a 10 cent salary increase with a satisfactory 3 month evaluation. This also applies to employees promoted to clerk and Library assistant I's positions.

All new employees will be evaluated after six months' employment. A satisfactory rating will qualify the individual for vacation benefits if applicable (see Vacations section for details). Pages, clerks and Library Assistant I's will receive another 10 cent salary increase at this time and again at the end of the first year of employment if performance is satisfactory. This also applies to employees promoted to clerk and Library assistant I's positions. Promoted employees who have performed satisfactorily will receive the percentage increase determined by the board as per 4.3.

All newly promoted employees will be evaluated after 6 months in their new position.

An unsatisfactory rating at any time during the training/orientation period may result in immediate termination.

- 4.2 An employee must work 8 months in the same position to qualify for the annual increase in January.

A new employee who has not completed his/her first full year of employment by January 1 will receive the first annual increase beginning with the pay period following the anniversary date of his/her one year employment.

The employee will be eligible for ½ of the % increase determined by the board as per 4.3 the following January, if s/he has worked more than 3 months and less than 8 months at his/her one year salary. If the employee has worked less than 3 months at his/her one year salary, s/he remains at the present rate until the following January.

4.3 Each year an employee's annual salary will increase by an amount or percentage as determined by the board, except for those in the "Page" classification and those who have reached the maximum salary level for their classification. Page salaries are detailed in the Salary Schedule Chart, below.

4.4 Employees working less than an average of 8 hours per week do not automatically qualify for annual increases.

5. Work Performance

An employee who receives the lowest rating in 3 or more areas of a job performance evaluation is not eligible to receive a raise.

6. Upon Reaching Maximum Salary

An employee who reaches the maximum salary for his/her classification will be eligible for ½ of the % increase determined by the Board as per 4.3 annually.

7. Salary Schedule

Minimums and maximums will increase ½ of annual salary increase to adjust for inflation each January.

~~Compression adjustments will be applied to the salary schedule in accordance with federally mandated minimum wage increases. Removal requested by J. Floyd.~~

Minimum salary for the page position will increase as required by federal law.

Jasper County Public Library

Salary Schedule (eff 1/1/09)

Classification	Minimum	Maximum	Classification	Minimum	Maximum
Clerk	\$8.51	\$11.11	Business Manager	\$14.51	\$20.00
Library Assistant I	\$9.07	\$12.26	Librarian 1	\$14.83	\$20.00
Library Assistant II	\$10.84	\$16.60	Librarian 2	\$15.45	\$21.13
			Librarian 3	\$17.32	\$25.22
Assistant Business Mgr.	\$11.17	\$16.95	Systems Administrator	\$17.32	\$25.22
Library Specialist I	\$11.17	\$16.95	Janitor/Courier	\$10.16	\$13.42
Library Specialist II	\$13.69	\$18.34	Janitor Mntce/Courier	\$11.62	\$16.56
Library Specialist III	\$13.94	\$18.89			

	Minimum	One year	2 yrs	3 yrs	4 yrs
Page	\$6.55	\$6.85	\$7.15	\$7.45	\$7.75

7. Interim Services

When an employee is asked to take on a major portion of the essential responsibilities of an absent employee in a higher job classification for more than three months, s/he will receive additional pay as determined by the Director for the time in which s/he serves in an interim capacity.

8. Salary Classifications

Page: Must be 15 years old. If expected to work beyond 7:00 PM, they must be 16. Shelves books, straightens shelves. May also work at the circulation desk.

Clerk: High school graduate. Clerical work. Will work at circulation desk and/or in Technical Services.

Library Assistant I: H.S. graduate. In addition to clerical duties, will do basic ready reference work or work in technical services department doing basic materials processing.

Library Assistant II: H.S. graduate with 2 years college or with 3 years library experience or with special technical expertise in a specific area of library operation.

Library Specialist I: 2 years of college or 5 years of library experience and continuing education or special technical expertise in a specific area of library operation. Responsible for area of library operation requiring extensive independent judgment and responsibility.

Library Specialist II: Five years' experience as Library Specialist I. Demonstrates highly-developed skills. Spends at least 70% of time in a specialized area of library operation requiring extensive independent judgment and initiative.

Library Specialist III/~~Special Services Librarian~~ Human Resources Specialist III: College graduate or 10 years' experience as a Library Specialist and head of a major library department or area.

Systems Specialist: 2 years of college or 2 years of technical experience. Requires extensive independent judgment and responsibility in maintaining and troubleshooting PCs and network problems.

Assistant to the Business Manager: 2 years of college or 2 years of experience in a related field (business and/or accounting). Requires extensive independent judgment and responsibility in maintaining accounting and personnel records.

Business Manager: 5 years accounting experience. Manages business operations of Library System including supply inventory, financial records, personnel records, benefits administration, general office and secretarial duties.

Janitor: Responsible for cleaning and light maintenance of library building.

Janitor/Maintenance: Responsible for cleaning and maintenance of library building.

Courier: Valid driver's license; excellent driving record; current auto insurance; transports library materials daily to each library in system

Librarian I: Bachelor's degree and Indiana library certification. Responsible for Youth Services, Technical Services or a Branch.

Librarian II: MLS degree and Indiana library certification. Responsible for area of library operation requiring extensive independent judgment and responsibility.

Librarian III: MLS degree and Indiana library certification. Responsible for management of a library or Technical Services Department.

Systems Administrator: Bachelor's Degree including a significant amount of computer-related courses. Responsible for management of hardware and operating software for integrated library system and for computer network.

Director: MLS degree plus 2-3 years supervisory experience and Indiana Library Certification 1. Supervises and directs the operation of the library system, and acts as liaison between Library Board and staff.

9. Changing Classifications

9.1 Moving from one classification to another is never automatic, even when stated requirements are met. Promotions are dependent on the availability of an opening in the higher position and on the Director's approval of a supervisor's recommendation for promotion of an employee.

9.2 When possible, vacancies in higher positions will be filled by promotion of qualified employees from within the library.

9.3 Upon promotion, an employee's salary shall immediately be raised to a minimum of 50 cents per hour above his/her present rate.

BENEFITS

1. **Employees qualified for benefits:** Sections 2 through 8 apply to persons working 32 or more hours per week. Employees working 20 - 31 hours per week are eligible to earn sick pay leave (sec. 2) and vacation pay leave (sec. 4) after they have completed 3 years of service. All employees, regardless of the number of hours worked per week, are entitled to an Anniversary Holiday. See section 3.2 (Holidays).

2. **Sick Pay Leave**

2.1 A paid sick day is defined as the number of hours the employee is regularly scheduled to work on the day missed.

2.2 Employees receive the equivalent of 1 paid sick day with pay per month during their first partial year of employment. Sick leave with pay of 12 paid sick days per year is granted each January thereafter. Employees working 20 to 31 hours per week will receive paid sick days leave on a prorated basis.

2.3 Sick leave pay may accumulate to a maximum of 96 days.

2.4 Sick leave pay may be used in case of illness of the employee or a *close relative*, as defined in other policies or by law, living in the ~~provided these are living in the~~ employee's household.

2.5 Five (5) days of an employee's *paid sick days leave* per year may also be used for ~~critical care~~ the medical needs of a parent or child not living in the household, ~~with approval of the supervisor~~ with proper medical documentation from child's or parent's health care provider.

2.6 Sick leave pay may be used for an employee's medical appointments if an appointment cannot be made on the employee's own time.

2.7 Employee should notify supervisor of his/her desire to ~~use take~~ paid sick days leave 30 days ~~before sick leave would begin~~ in advance for a foreseeable medical ~~reason procedure~~.

2.8 ~~Sick leave~~ Paid sick days is are a privilege to be used only for the above purposes. ~~Sick leave~~ Paid sick days cannot be used as vacation or earned time off.

2.9 ~~Sick time~~ Paid sick days may be used with special approval of ~~the supervisor or the director~~ for extended funeral leave for immediate family members as defined, in the funeral section, and for other funerals. ~~involving long distance travel of non-immediate family members.~~

2.10 ~~An employee who is absent due to illness for 5 or more consecutive scheduled working days (for non-FMLA situations) must present his/her supervisor with a physician's statement releasing him/her to return to work and specifying any limitations.~~

3. **Holidays**

3.1 Employees who work an average of 32 hours or more per week are eligible for paid holidays. Refer to the Holiday Policy for a list of holidays we observe.

3.2 An Anniversary Holiday, defined in the Holiday Policy, will be given to any long-term employee regardless of full or part time status. Anniversary holidays will be prorated for employees working less than 32 hours per week.

3.3 An employee who works 3 or 4 eight hour days per week will receive one 8 hour day off with pay when a holiday occurs, if they are eligible for paid holidays. A person who works five 7 hour days will receive one 7 hour day off with pay when a holiday occurs.

3.4 If the holiday falls on the employee's day off, that employee is granted equivalent time off with pay to be taken within the pay period. If the employee works 40 hours per week, the equivalent time must be taken within the work week. Not applicable for exempt employees.

4. **Vacations**

4.1 **Schedule of earned vacation credit**

Vacation time is based on a 40 hour work week and is prorated for employees working 20 to 39 hours per week.

A vacation day is defined as the hours that an employee is regularly scheduled to work per week during the time the vacation is accrued divided by five (5).

4.1.1 ~~Certified~~ Librarians I, II, III and Systems Administrator

A. Librarian or Systems Administrator working an average of 32 hours per week or more

0-4 years' service - 1.5 days per month with pay

5+ years' service - 2 days per month with pay

B. Director

0+ years' service - 2 days per month with pay

4.1.2 ~~Non-Certified~~ Employees working an average of 32 hours per week or more

0-4 years' service - 1 day per month with pay

5-9 years' service - 1.5 days per month with pay

10+ years' service - 2 days per month with pay

4.1.3 Part time employees working 20 to 31 hours per week

3-9 years' service - 1 day per month with pay

10+ years' service - 1.5 days per month with pay

4.2 Regulations

4.2.1 No employee may take vacation without approval of the Director, Supervisor, or his/her designee. Vacation requests are approved in consideration of the scheduling needs of the department.

4.2.2 Vacation time is not cumulative from one year to the next.

4.2.3 Vacation time accrued during one calendar year is to be taken after the beginning of the following calendar year.

New employees are entitled to vacation benefits upon satisfactory completion of the six-month training/orientation period and upon receipt of a satisfactory performance evaluation. Vacation time will be credited from date of hire. New employees are eligible to take credited vacation time after six months of employment for vacation time earned during previous calendar year.

4.2.4 During first partial year of employment, all vacation time is prorated.

4.2.5 Any employee who has successfully completed his/her orientation period and leaves before the end of any year will be paid for unused vacation leave.

4.2.6 Vacation leave will not accrue during unpaid leaves of absence.

4.3 Regulations for employees earning vacation before 1994. (These employees were hired under a policy requiring them to take vacation time the same year they earned it.) (Revised 4/06)

4.3.1 Vacation is credited at the rate of 2 days per month and may not be taken before the beginning of the month in which it is earned.

4.3.2 Employees may defer (or accrue) days of their annual earned vacation leave, to be taken in the subsequent year, until they have accumulated 24 days of accrued vacation.

4.3.3 Employees may never take more than 24 vacation days in one year.

4.3.4 Vacation leave will not accrue during unpaid leaves of absence.

5. Funeral leave

5.1 ~~For staff who qualify for sick time, time off with pay for not more than~~ Staff members who qualify may have up to three (3) paid working days ~~may be granted by the Director so that the employee may to arrange for and attend a funeral or memorial service of the employee's spouse, the employee or spouse's child, sibling, grandparent, or parent, or the spouse of any of the above. Sick time may be used for extended funeral leave with the approval of the supervisor or Director (see 2.9).~~

5.2 ~~Sick time may be used to attend the funeral of non-immediate family members or others with the approval of the supervisor or Director. Paid sick days may be used with special approval of the director for extended funeral leave for immediate family members as defined, in the funeral section, and for other funerals.~~

6. Excused absences Paid Weather Days

6.1 An excused absence with pay ~~may will be granted given~~ by the Director or his/her designee to any employee working an average of 32 hours or more per week ~~when weather conditions necessitate the closing of the library. Excused absences are granted when weather conditions necessitate the closing of the library.~~

Such absences will not be charged to accrued ~~compensatory time~~, vacation time ~~leave~~, or sick time ~~leave~~. Any employee who is on sick or vacation ~~leave time~~ when library is closed for such stated emergencies will be charged with his/her sick or vacation ~~leave time~~ as if the library were open for business. If the library closes for such emergencies on an employee's day off, the employee will not receive ~~another~~ a paid weather day off. Employees, working fewer than 32 hours per week, who are offsite and are scheduled to work but are unable to work due to library closure, have the option to make up any lost time if it fits with library needs. All employees who are onsite at time of emergency closure will be paid for the remainder of their shift.

In the event of library closings due to temporary unsafe or unhealthy working conditions, employees may be asked to report to another branch. Mileage will be paid in this case, if the distance traveled is greater than the distance from the employee's home to his/her usual workplace. Carpooling to the new location is expected when practical.

6.2 **Jury Duty**

~~6.2.1 Employees will be granted leave of absence with pay for jury duty that falls on a scheduled work day. Employee is required to submit a jury verification notice to the business office.~~

~~6.2.2 Pay under such circumstances shall be determined as the difference between normal wages for working hours missed at the library and the pay received for jury duty.~~

6.2.1 The Library recognizes that jury or witness duty is the obligation of all citizens and encourages its employees to fulfill this obligation. If you are called for jury duty or subpoenaed as a witness in a court or administrative agency action, you will be granted excused time away from work. You must, however, return to your duties any time you are not needed in the courtroom. If you are called for jury duty or subpoenaed as a witness, you should advise your supervisor and give the supervisor a copy of the summons or subpoena as soon as possible after learning that you must serve.

Non-exempt employees will receive the difference between their average straight time hourly rate up to eight hours per day and the payment they receive for jury service for time they otherwise would have been regularly scheduled to work. Employees must present proof of the amount of jury pay received.

Exempt employees will receive their normal salary for partial workweeks in which they perform jury service or witness duty related to the Library's business, offset by any amount received as jury or witness fees. Employees must present proof of the amount of jury pay received. An exempt employee will be paid his normal salary, less any jury fees received.

6.2.3 Employees shall note jury duty on their time sheet in the excused absence column. 'Jury duty' should be written in the note field.

7. **Public Employee's Retirement Fund (PERF)**

7.1 Employees who work an average of 32 or more hours per week are required to enroll in PERF if they hold positions classified as:

Director	Business Manager
Assistant Director	Library Specialist
Librarian 3	Library Assistant
Librarian 2	Special Services Librarian
Librarian 1	Systems Administrator
Assistant Business Manager	

7.2 The employee's *mandatory* contribution to PERF is 3% of gross earnings. In addition, the Library also contributes to JCPL's PERF account. This money will be paid out to eligible JCPL employees during their retirement.

7.3 Eligible employees may also elect to make voluntary pre-tax and/or post-tax contributions toward their retirement savings up to an additional 10% of gross earnings.

8. Health/life insurance

8.1 The library offers a group health package that includes medical, dental, prescription, vision, life and accidental death benefits that, is presently available to all employees working 30 hours or more per week. The Library has adopted the Internal Revenue Code Section 125, Premium Conversion Plan, to pay for qualified employee insurance premiums.

8.2 The Board will pay all but \$1.00 per year of the life insurance cost for any eligible employees who elect not to take the health insurance.

9. Family and Medical Leave/Military Leave

~~FMLA benefits will be administered as required by law. Consult the JCPL FMLA Policy for more details. (p.171)~~

The Library will comply with all applicable laws regarding FMLA and Military Leaves of Absence. Consult the JCPL FMLA Policy or Military Leave Policy for more details.

10. Meal time

Each employee working seven (7) hours or more in one day may take at least 30 minutes up to one hour of their own time for lunch or supper. ~~is allowed up to one (1) hour of their own time for lunch or supper.~~

11. Break time

Each employee is allowed a break of 15 minutes of paid time for each continuous working schedule of three and one-half (3 ½) hours.

Employees under the age of 18, who are scheduled to work six or more consecutive hours must take a 30 minute break without interruption between their third and fifth hours of work. If they work 7 or more hours in the day, the break is fully paid. If they work less than 7 hours, they are paid for 15 minutes of their break.

12. Leave without pay

Good attendance is a condition of employment and necessary for the smooth, efficient, economical running of the library. Leave without pay may, on occasion, be granted by the Director as long as it is not detrimental to JCPL. Unapproved absences without pay will result in disciplinary action.

13. Overtime Guidelines/Compensatory Time

~~Except in emergency situations, non-exempt employees may work overtime only if compensatory time off can be arranged so that they work no more than 40 hours per week.~~

As a general rule, non-exempt employees may work no more than 40 hours per week. If management determines that overtime must be worked by non-exempt employees, an employee's schedule may be adjusted in another week for budgetary reasons.

14. **Meetings and conferences**

14.1 Monies budgeted for professional meetings may be provided to employees and board members for the purpose of attending meetings and conferences fostering continuing education and training in those areas related to the operation of the library.

14.2 All employees and Board members are encouraged to attend library related meetings and workshops. Each employee must obtain approval of his/her supervisor and the Director before attending such meetings and seeking expense reimbursements. Board approval is required to attend workshops and other meetings which are not sponsored by ILF (Indiana Library Federation), ISL (Indiana State Library) or INCOLSA.

14.3 Employees attending meetings or conferences are paid only for their regularly scheduled hours. Any time exceeding the scheduled time shall be considered compensatory time and shall conform to section 13.1.

14.4 To receive compensation for expenses incurred for any meeting, employees and Board members must submit accounts payable vouchers with attached receipts to the Director's office by the Monday preceding the next board meeting.

15. **Certification**

It is the policy of the library to meet the standards set by the Indiana State Library for certification levels for professional staff members. It is the responsibility of each professional staff member to maintain the certification level appropriate to the position he/she fills and to pursue the library education units (LEUs) required by the Indiana State Library for re-certification for the professional position he/she holds: Director: 100 LEUs every 5 years; Department and Branch Head: 75 LEUs every 5 years; Professional Assistant: 50 LEUs every 5 years. Each professional staff member must submit a copy of each LEU certificate received to the business office.

15. **Travel**

15.1 Approved library business includes conferences, workshops, field trips, counterpart meetings, or meetings approved by the Board and travel among the three libraries of the Jasper County Public Library system.

15.2 Employees or board members traveling on approved library business outside their city or town limits will be reimbursed for mileage at the IRS approved rate.

15.3 Employees are prohibited from using personal communication devices (i.e. cell phones, pagers, etc) while operating a motor vehicle on library business. Employees operating a motor vehicle should park in a safe area before making or receiving telephone calls or otherwise using personal devices. Furthermore, employees are required to be familiar and comply with the laws of the jurisdiction in which they are driving.

16. **Appropriate dress**

Appropriate dress and personal grooming create a favorable image for the library. We expect you to use good judgment and to maintain high standards in your personal cleanliness and attire. Your appearance affects the library's image. The library reserves the right to determine that particular attire is inappropriate for its business and to inform you of this and instruct you to change inappropriate attire. Some clothing, such as jeans, normally judged unacceptable for work, will be allowed on casual dress days and on other special occasions with permission from the Director.

17. **Alcohol and drug use**

Use of alcoholic beverages is prohibited on all library property.

The unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited on library property. Employees violating that prohibition will be terminated. Employees working under the influence of alcohol or under the influence of illegally-used drugs may also be terminated. All violations will be reported to local law enforcement authorities.

An employee must notify the Director of any criminal drug statute conviction for a violation occurring in the workplace no later than 5 days after such conviction. Such conviction will result in dismissal.

18. **Discipline**

The Jasper County Public Library makes no promise of continued employment or employment for a specific period of time. The employer-employee relationship remains at-will. An individual's employment will continue only so long as the employee is satisfied with the library, and the library is satisfied with the employee.

Any employee who fails to perform the job satisfactorily, or is otherwise guilty of misconduct or insubordination, will be subject to discipline. In many cases, progressive discipline will be employed, including counseling, verbal warnings followed by written warnings, before more drastic measures are taken. Because circumstances vary in each case, each situation will be handled on an individual basis.

19. **Second jobs: Outside Employment:** JCPL does not prohibit employees from outside employment working at second jobs. The job cannot, however, interfere with meeting the staffing needs of JCPL. Employees may not work at second jobs have outside employment while on leave (except vacation leave) from JCPL.

20. **Workers Compensation:** This insurance covers employee work-related injuries. It pays for medical expenses and for time off work due to the injury according to WC Regulations. The employee may use paid sick leave to make up the difference between workers' compensation time-off reimbursement and the employee's normal wage for that time period.

21. **Telecommuting:** Telecommuting arrangements will only be allowed at the discretion of the Director.

**JASPER COUNTY PUBLIC LIBRARY
INFORMATION TECHNOLOGY PLAN**

**7/1/08
thru
6/30/11**

Rev. 03/08; 04/09

I. INTRODUCTION

The Jasper County Public Library sees technology as one means of providing its community with equal access to information in an age when information is power. This Information Technology Plan has been prepared as a way of achieving that vision. While intended to guide the Library in its choices and uses of technology through ~~the year~~ June 30, 2011, the Plan is not designed to act as a constraint to innovation or special opportunities. The Plan will, therefore, be reviewed and revised on an annual basis.

The Plan is divided into the following sections:

- ◆ Section I Introduction (p. 2)
- ◆ Section II The Library, Its Mission, and Its Goals (pp. 3-4)
- ◆ Section III Technology Vision and Guiding Principles (pp. 5-6)
- ◆ Section IV The Information Technology Plan (pp. 7-16)
 - 1 Enhance information resources and information delivery methods
 - 2 Purchase and/or upgrade the hardware and software required to support the Library's technology programs in a fast and efficient manner
 - 3 Provide adequate staff to carry out the Information Technology Plan
 - 4 Provide for technology disaster recovery
 - 5 Enable independent patron use of electronic resources
 - 6 Determine library needs that are better met collaboratively
 - 7 Develop and maintain a funding strategy to fund the Information Technology Plan
- ◆ Section V Professional Development (p. 17-18)
- ◆ Section VI Needs Assessment (pp. 19-26)
 - 1 Needs Assessment Tools
 - 2 Present Technology at JCPL
- ◆ Section VII Budget (pp. 27-32)
- ◆ Section VIII Plan Evaluation (p. 33)
- ◆ Section IX Timetable

The original plan was developed according to the wishes of the Technology Plan Committee, consisting of representatives of Jasper County schools, businesses, media representatives and library staff. It was prepared with the assistance of Information Systems Consultants, Inc. The most recently revised plan was developed by the Systems Administrator and Library Director, with input from the Management Team and approved by the Board of Trustees.

II. THE LIBRARY, ITS MISSION, AND ITS GOALS

The Jasper County Public Library (JCPL) serves a population of approximately 27,947, with libraries in DeMotte, Rensselaer (headquarters), and Wheatfield. The DeMotte and Rensselaer Libraries, built in 1992, are approximately 17,000 square feet each. The Wheatfield Library, built in 2005, is approximately 14,900 square feet.

The Library has over ~~49,140~~ 19,902 registered borrowers. Annual circulation is ~~305,366~~ 325,286, an average of 16 titles per year per registered borrower. The collections total ~~162,092~~ 167,341 items including ~~67,251~~ 69,792 at DeMotte, ~~56,392~~ 56,283 at Rensselaer, and ~~38,449~~ 41,266 at Wheatfield.

The Library does not limit patrons to use of their own agency's collections; it shares materials freely among the three locations. Approximately ~~7,318~~ 7,474 such intra-library loans occur each year. There is daily courier service to facilitate the movement of materials. In addition, the Library borrows over ~~4,500~~ 1,700 items a year from other libraries through interlibrary loan. Turnaround time for interlibrary loan is approximately 1.5 weeks. The Library also uses fax machines to move information quickly among the agencies and with other libraries. The Library has a home page on the World Wide Web with links guiding net users to useful websites. All staff computers and 32 public computers have Internet access. In addition, a wide-area network allows patrons at all three libraries to access valuable CD-ROM and online databases accessible through the library's servers. This network also allows staff to share files with each other, to print to network printers, and to exchange e-mail. At each library we have a wireless network that offers patrons the opportunity to bring their laptops or other portable devices to the library and access the Internet. Self-checkout kiosks ~~have recently been added to~~ provide patrons with independent access to library materials if they desire. Full service checkout is still available.

JCPL's Mission and Long Range Goals

The overall **mission** of JCPL is to inform, enrich and empower our diverse community.

The Library's long-range **goals** are to ensure that Jasper County residents of all ages shall:

- Have the opportunity for personal growth and development through a wide variety of programs and resources and expert help in accessing and using those resources
- Find a wealth of current, high demand materials in a variety of media to stimulate their thinking, satisfy their curiosities, expand their knowledge and make their leisure time more productive and enjoyable
- Have the opportunity to learn to use and evaluate library resources

Further goals are:

- The number of persons using the library system will increase each year
- The library buildings will be easily accessible, have adequate space and meet the needs of each community
- The library will obtain, train and retain a highly qualified, effective staff of service-oriented employees to help achieve its goals
- The library will continually evaluate rapidly changing technology, selecting those technologies which improve or enhance our services
- Local History & Family History researchers will find a wealth of resources relating to the Jasper County area
- The libraries will work with instructors and school/academic libraries to ensure student access to resources
- The library will help each Jasper County resident in our service area meet his/her basic need to read and perform other essential daily tasks
- Libraries will strive to fulfill unmet community needs for computer training

The 2010-2014 Long Range Plan is in process and will be in effect January 1, 2010.

III. TECHNOLOGY VISION AND GUIDING PRINCIPLES

Technology Vision

Technology is viewed as one means of providing equal access to information to each person in the community in an age when information is power.

When patrons come to our library to use our computers, research resources, and computer programs, they will do so without technical difficulty. Technical difficulties that do occur will be resolved immediately with expertise and a smile. We want patrons to realize that we have state of the art equipment and are committed to resolving technical difficulties immediately so that they leave the library satisfied with our technology.

Guiding Principles

The following guiding principles have been developed in carrying out the technology vision:

1. **We will treat all computer users with equal respect and consideration.**
2. **We will consider every Internet activity valid, so long as activities are in accordance with our Internet policy.**
3. **We will provide fast, efficient computers that allow patrons to achieve their technology goals at point of service.**
4. **We will provide software and electronic research resources on a variety of subjects.**
5. **We respect and protect the privacy of our patrons to the fullest extent permissible by law.**
6. **We are committed to providing excellent customer service in the area of technology.**
7. **We will use contractual services for planning and implementation when appropriate.**
8. **We will adhere to State Automation Standards for Public Libraries in all technology expenditures.**
9. **We will share expertise and costs with local or regional networks and with schools and other information sources whenever practical and beneficial to library patrons.**
10. **We will only implement those technologies that are compatible with each other.**
11. **We will obtain, in electronic format, only those materials which are more conveniently accessed, patron preferred, and/or more cost-effective in that format.**
12. **We will strive for simplicity and user-friendliness when selecting and configuring equipment, software, and system operations.**
13. **We will make certain that all activities undertaken in the interests of technological**

advancement will be relevant to the Library's mission statement and long range plan.

- 14. We will continually monitor and evaluate all programs, services, and activities to ensure that all are relevant and cost-effective.**

IV. THE INFORMATION TECHNOLOGY PLAN

The Information Technology Plan consists of seven goals:

- 1. Enhance information resources and information delivery methods**
- 2. Purchase and/or upgrade the hardware and software required to support the Library's technology programs in a fast and efficient manner**
- 3. Provide adequate staff to carry out the Information Technology Plan**
- 4. Provide for technology disaster recovery**
- 5. Enable independent patron use of electronic resources**
- 6. Determine library needs that are better met collaboratively**
- 7. Develop and maintain a funding strategy to fund the Information Technology Plan**

Each of the goals of the Information Technology Plan has a number of strategies and actions associated with it as follows:

Goal 1: Enhance information resources and information delivery methods

Strategy 1: Improve accessibility of electronic resources through the library.

Action (1): Evaluate multi-use PCs to determine if they are meeting patron needs. Make changes when necessary.

Action (2): Endeavor to provide remote access to all online databases via the JCPL homepage.

Action (3): Continue to provide access through the Library's web site to such local history resources as the General Robert Milroy document collection, obituary databases, and oral histories in consideration of copyright requirements.

Action (4): Create actions for continued access to local history information as driven by the JCPL Long Range Plan 2010-2014.

Action (5): Continue to upgrade the JCPL Homepage design, keeping in mind remote users access capabilities.

Strategy 2: Select electronic resources to meet the information needs of staff and patrons.

Action (1): Reference Database Committee will meet regularly to evaluate research resources. User statistics, library budget, and staff/patron needs will determine which resources will be purchased or renewed and how many licenses will be acquired.

Action (2): Homepage Committee will meet annually to select and evaluate useful websites to which the library will link via the Library Homepage.

Action (3): Evaluate monitoring/metering software purchased to track usage of software.

Action (4): Evaluate PC/Print management software. Make changes where necessary as budget will allow.

Action (5): Cooperate with community organizations and schools to include, on the library's web page, links to other sources of local information.

Strategy 3: Implement the most efficient methods for acquiring and/or delivering print, nonprint, and electronic media.

Action (1): Evaluate present acquisition methods to get information to end users (ILL, etc...).

Action (2): New Technology Committee will keep abreast of new delivery methods, reporting annually to the Management Team and recommending new delivery methods that should be implemented.

Action (3): Continue to monitor the need for distance technology at JCPL, such as two-way video conferencing.

Action (4): Evaluate and maintain wireless Internet accessibility within our libraries.

Action (5): Continue to investigate providing mobile device access to our library website and online catalog.

Action (6): Assistive Technology Evaluation Committee will keep abreast of assistive

technology needs, reporting annually to the Management Team and recommending assistive technology that should be implemented.

Action (7): Investigate the need for RFID technology.

Strategy 4: Evaluate software made available for in-house use.

Action (1): Continue to make necessary Internet plug-ins available for patrons and staff when possible.

Action (2): Continue to annually evaluate present application software on patron PCs, and consider whether changes need to be made and/or additional software should be added (Office, browser, IM, chat, etc...).

Action (3): Collaborate with local agencies to determine software needs in our community (i.e. GED software) and provide access as budget and technology will allow.

Strategy 5: Evaluate current and investigate new methods for delivering library news and information to patrons.

Action (1): Continue to stay apprised of patron need for RSS notification for new books, holds, library news, etc...

Action (2): Evaluate current and investigate new technologies for delivering information to patrons (chat, Instant Messenger reference).

Goal 2: Purchase and/or upgrade the hardware and software required to support the Library's technology programs in a fast and efficient manner

Strategy 1: Evaluate the automated system.

Action (1): Evaluate need to upgrade concurrent staff users of automated system.

Action (2): Evaluate the need for hardware/software upgrades to the system.

Action (3): Evaluate the need for the addition of new TLC modules.

Action (4): Consider cataloging through OCLC if this becomes financially feasible.

Action (5): ~~Implement a cost-effective self-checkout solution.~~ Evaluate self-checkout software/hardware and the need for additional stations.

Action (6): Provide for ongoing support of automated system software and hardware.

Strategy 2: Set standards for the Library's other electronic equipment needs.

Action (1): Annually adopt minimum PC specifications for new PC purchases.

Action (2): Investigate best, most cost-effective sources of computer equipment and of technology consultants and computer repair personnel.

Action (3): Annually evaluate minimum standards for future cabling.

Action (4): Evaluate adequacy of data line speed and set standards for speed.

Strategy 3: Purchase additional or replacement PCs and peripherals for staff and public use to support the Library's Information Technology Plan.

Action (1): All existing PCs and peripherals, including barcode scanners, printers, inventory scanning equipment, will be evaluated and upgraded when necessary as budget will allow.

Action (2): Provide additional PC's and data connections for staff members and patrons

as budget will allow.

Action (3): Purchase hardware maintenance contracts for new PCs.

Strategy 4: Evaluate system hardware and software used to support the Library's Information Technology Plan.

Action (1): Evaluate network hardware and software needs for improved performance and upgrade/purchase new hardware and software when needed. Include LAN equipment (switches, servers, UPSs), WAN equipment (routers), wireless access equipment, and filtering software.

Action (2): Provide adequate network security.

Action (3): Annually evaluate application software needs for staff PCs and upgrade/purchase new applications when needed.

Action (4): Evaluate patron PC security methods.

Action (5): Investigate the need for debit/credit card functionality.

Action (6): Maintain awareness of new software and hardware that support improved library functionality.

Action (7): Evaluate portable computer lab and make changes when needed as budget will allow.

Action (8): Provide for ongoing support of software and hardware, where appropriate.

Action (9): Stay apprised of FRPC email archiving requirements and implement email archiving if required.

Strategy 5: Evaluate effectiveness of the library's electrical capacity to utilize all technology services and equipment effectively.

Action (1): Evaluation and modification of electrical capacity will be completed on an as-needed basis as technological changes are made.

Goal 3: Provide adequate staff to carry out the Information Technology Plan

Strategy 1: Maintain qualified staff for the management and operation of information technology.

Action (1): Review technology staffing needs by May each year and make adjustments as budget will allow.

Action (2): At least one staff member at each library will be designated as local computer troubleshooter to assist with basic local network/computer operations and troubleshooting.

Goal 4: Provide for technology disaster recovery

Strategy 1: Develop disaster recovery plan.

Action (1): A staff committee will develop a recovery plan for various technology disaster situations.

Action (2): Disaster recovery plan will be reviewed and updated as needed.

Strategy 2: Determine and procure tools necessary for implementing disaster recovery plan.

Action (1): Purchase hardware and/or software found necessary for implementing the disaster recovery plan.

Strategy 3: Maintain regular server backup procedures.

Action (1): All servers will be backed up nightly to backup tapes which are taken off-site weekly, tested regularly, and replaced regularly with new tapes.

Action (2): Strive to include other backup methods (such as RAID) on each server as budget allows.

Strategy 4: Archive critical electronic files in the bank safety deposit box.

Action (1): At least once annually, the Library Director will archive electronic files which would be the most pertinent in the event of a disaster that would render electronic files temporarily unavailable due to loss of server.

Goal 5: Enable independent patron use of electronic resources
--

Strategy 1: Provide patron education, offering the opportunity to learn how to use our electronic resources.

Action (1): Provide point-of use, one-on-one and group training as needed for any electronic resource.

Action (2): Libraries will contact local schools and/or other community groups and offer orientation and training sessions in electronic resources off-site.

Action (3): Quarterly, programming coordinators will determine computer training classes which will be offered by staff or others based on patron need.

Strategy 2: Ensure PCs are well-oriented and functional for patron use.

Action (1): The Library will evaluate OPAC, library website, and computer desktop screens to determine what is confusing or annoying. Every effort will be made to implement necessary changes. Vendors will be asked to rewrite screens, if necessary.

Action (2): Evaluate technology-related library signs and make changes as needed.

Action (3): Evaluate desktop icons to ensure clarity and make changes as needed.

Action (4): Continue to monitor federated searching options for our OPAC, online databases, etc... and implement as budget and technology allow.

Action (5): Continue to resolve technical difficulties associated with software at point of use to ensure that patrons leave our library satisfied with our software.

Goal 6: Determine library needs that are better met collaboratively
--

Strategy 1: Pursue cooperative procurement of resources and collaborate with area libraries and other agencies on resource sharing.

Action (1): Determine what products and services might be jointly procured.

Action (2): Determine what resources the Library already has which can be shared.

Action (3): Acquire needed remote online services through a consortia when discounts are offered and as budget will allow.

Action (4): Participate in state-wide union catalog as budget and technology allow.

Action (5): Continue to explore resource sharing with local government and education entities so that community information needs in the area are efficiently met and not duplicated.

Goal 7: Develop and maintain a funding strategy to fund the Information Technology Plan
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Strategy 1: Annually determine how much is needed to fund the Information Technology Plan.

Action (1): Establish a schedule of disbursement for each of the three years and adjust annually as needed.

Strategy 2: Determine sources of funding.

Action (1): Determine which areas of the plan may be funded by the operating budget, the Capital Projects budget, and outside sources.

Action (2): Identify sources and make recommendations for acquiring funds.

Strategy 3: Prepare and submit grant applications to appropriate outside funding sources.

Action (1): Prepare and submit grant applications as opportunities are recognized.

V. Professional Development

Strategy 1: Ensure that staff understand how to use new and existing technologies to improve library services.

Action (1): Technology-related professional development will be required for all public services staff with the exception of pages; this may include in-house screencasts.

Action (2): Supervisors will annually consider staff proficiency with technology and coordinate training for technology-related professional development. The specific resources we will implement to ensure that staff is ready to use and maintain technologies include, but are not limited to, Indiana State Library training workshops, Indiana Cooperative Library Services Authority (INCOLSA) training workshops, in-house training workshops, professional journals, e-mail listservs, counterparts meetings, and NICCLplus computer consortium participation.

Action (3): Training committee will meet annually to consider technology-related professional development needs and establish in-house training opportunities as resources allow.

Action (4): The local computer troubleshooter at each library will receive annual training in the basic knowledge of local network/computer operations and troubleshooting. The Systems Administrator will be responsible for the training, but s/he will be authorized to utilize outside trainers when needed as budget will allow.

Action (5): Relevant staff will receive in-house training in automated system and network operation so that there is always someone available to address problems.

Action (6): Relevant staff will attend user group meetings and/or other desired training offered by the automated system vendor as budget will allow.

Action (7): Technology procedures, which are made available to staff via the Library Procedure Manual and the Intranet, will be reviewed and updated regularly.

Action (8): Updated self-service documents on the Aargh! HelpDesk, to assist staff with common technical issues, will be maintained.

Action (9): Technology-related professional development will be funded in the library's professional meetings budget.

VI. NEEDS ASSESSMENT

Needs Assessment Tools

1. Biennial user/non-user survey.
2. Technology needs discussed each month at Management Meeting.
3. Informal patron interviews.
4. Analysis of statistics.
5. Suggestion box for patrons.
6. Attend professional meetings.
7. Read other library newsletters.
8. Join library listservs and review posts.

Present Technology at JCPL

Telephone Service: The Rensselaer and Wheatfield libraries are in the same LATA, with local phone service provided by Embark. Calls between the two libraries are not long distance. DeMotte is in a different LATA. Northwestern Indiana Telephone Company provides local service for DeMotte. Calls to Wheatfield are not long distance; calls to Rensselaer are.

Local Area Networks: Each library has a separate wired Local Area Network. The equipment that enables these connections are three HP ProCurve 1400 24-port switches (Rensselaer) and two HP ProCurve 2650 48-port switches (one-RensselaerWheatfield, one-DeMotte), ~~one Dell PowerConnect 2216 16-port switch (Wheatfield), and two 3Com SuperStack II 3300 24 port switches (one Rensselaer, one Wheatfield).~~

Wide Area Network: All three LANs communicate via a WAN infrastructure, which consists of two dedicated T-1 tail data lines provided by ENA. The equipment that enables this connection are two Cisco 2801 routers – one located at DeMotte and the other at Wheatfield. Monthly telecommunication costs for these T-1 tails are \$1150.

The WAN is connected to the Internet via ~~three two~~ dedicated T-1 Internet lines provided by ENA. The equipment that enables this connection is ~~three two~~ Adtran H2TUR units, one Cisco 2801 router, and one Cisco PIX 506e firewall (all located at Rensselaer). Monthly telecommunications costs for these dedicated Internet lines are ~~\$1400~~ \$2000.

Wireless LAN: Rensselaer has a wireless LAN set up using one 8-port LinkSys Cable/DSL Router, one 8-port Proxim power injector, and four HP ProCurve 420 Wireless Access Points. Only access to the Internet (not our internal network) is available via the wireless LAN. An HP LaserJet 2015dn printer with an external HP JetDirect ew2400 wireless printer server is available for wireless printing.

DeMotte has a wireless LAN set up using one LinkSys EtherFast 8-port workgroup switch, three one-port Proxim power injectors, and three HP ProCurve 420 Wireless Access Points. Only access to the Internet (not our internal network) is available via the wireless LAN. An HP LaserJet 2015dn printer with an external HP JetDirect ew2400 wireless printer server is available for wireless printing.

Wheatfield has a wireless LAN set up using one HP ProCurve 3400cl 24-port switch, one 3Com 3300 SuperStack II 24-port switch ~~two Dell PowerConnect 2216 16-port switches~~, two one-port

Proxim power injectors, and two HP ProCurve 420 Wireless Access Points. Only access to the Internet (not our internal network) is available via the wireless LAN. An HP LaserJet 1320n printer with internal network adapter is available for wireless printing.

Automated library system: The Library operates on a TLC Library.Solution automated system. Our data and web servers reside at TLC Headquarters in Inwood, WV in their secure data center. TLC maintains redundant, alternate data centers in their Denver, CO and Minneapolis, MN as well. JCPL staff connects to our TLC servers via Microsoft Remote Desktop software to run cataloging, circulation, and serials software. Nightly backups are performed by TLC at their location.

The modules which have been implemented are cataloging, circulation, the OPAC, patron authentication, and Serials. Patrons may register a PIN and access their own accounts, either from the library or from home or office, through the OPAC to reserve materials and to determine what they have charged out, what they have on reserve, and what fines or fees may be outstanding.

Using patron authentication, our patrons can access our online databases from inside all library buildings. Many may be accessed from their home or office by inputting their library card identification number and PIN.

JCPL has 30 ~~28~~ circulation/cataloging/serial user licenses and unlimited Online Public Access Catalog (Z39.50-compliant) and acquisitions licenses. PCs connected to the Library.Solution circulation module through Ethernet lines include eight at Wheatfield, 13 ~~eleven~~ at Rensselaer (three of which also have access to cataloging module), and nine at DeMotte. There are three dedicated OPACs at Rensselaer, ~~two dedicated OPACs at Wheatfield,~~ and four dedicated OPACs at DeMotte, and three dedicated OPACs at Wheatfield (one of which has Word Processing functionality).

Technical Services utilizes an HP LaserJet 1200 system printer to print special reports and spine labels. Two A Percon PT2000 inventory scanners ~~are~~ is also available to perform library system materials inventory functions.

The Library.Solution system falls under the supervision of a Systems Administrator and Technical Services Librarian.

The library utilizes PhoneTree software as an automated mechanism to alert patrons of overdue

materials.

Self-Check Kiosks: One self-check kiosk is available at each library which patrons can use to check out their own materials. Each kiosk is a Dell Optiplex 755 Core 2 Duo 2.33 GHz PC with 2GB memory, 160GB SATA hard drive, Gigabit network card, and Windows XP Pro operating system. DeMotte and Rensselaer each have an Elo Entuitive 3000 series Intellitouch 1739L monitor, and Wheatfield has an Elo Entuitive 3000 series Intellitouch 1729L monitor. CircIt software, combined with a SIPII module (software that allows communication between our TLC database and the CircIt software), are the applications which provides self-check functions.

Microsoft Network: Six servers comprise our Microsoft Network, with each performing specific functions. Windows 2003 R2 Standard Edition is installed on each server; we have a 100-client license.

1. **The Primary Domain Controller** (at Rensselaer) is an HP ProLiant ML310 G4 Dual Core Xeon 3050 2.13 GHz with 2G memory, four 80GB SCSI hot swap hard drives, HP RAID controller, CD-ROM drive, Gigabit network card, HP StorageWorks Ultrium 460 tape drive, HP Storage Controller, and HP Integrated Lights Out card for remote administration. This server has multiple functions: It allows all Rensselaer networked PCs access to the CD-ROM/online databases, serves as a file server for Rensselaer staff files and shared files among all three libraries, performs DHCP functions for Rensselaer PCs, acts as an internal primary DNS server for Rensselaer PCs and secondary DNS server for Wheatfield and DeMotte PCs, and backs up data for all servers. ARCServe backup software is installed to provide the backup function.
2. **The Backup Domain Controller** (at Rensselaer) is an HP ProLiant ML110 G4 Dual Core Xeon 3040 1.86Ghz with 1.5GB memory, two 160GB SATA hard drives, CD-ROM drive, Gigabit network card, and HP Lights-Out 100c card for remote administration. This server contains a backup copy of ALL login account and security policy information. It also serves as a secondary DNS server for Rensselaer. This server is backed up to the Primary Domain Controller server each evening, and then backed up to tape each day.
3. **The Exchange Mail Server** (at Rensselaer) is an HP ProLiant ML310 G4 Dual Core Xeon 3050 2.13GHz with 4GB memory, four 72GB SCSI hot swap hard drives, HP RAID controller, CD-ROM drive, Gigabit network card, and HP Integrated Lights Out card for remote administration. Microsoft Exchange Server 2007 software is installed to provide email and calendaring functions. In addition, ARCServe backup agent for Exchange is installed to allow for data backup to the Primary Domain Controller server. We have a 70-email client license for this server.

4. **The Mail Security Server** (at Rensselaer) is an HP ProLiant ML110 G4 Dual Core Xeon 3040 1.86GHz with 1.5GB memory, two 160GB SATA hard drives, CD-ROM drive, two Gigabit network cards, and HP Lights Out 100c card for remote administration. Forefront Security Exchange Server software is installed to provide email spam/virus/phishing filter functions.
5. **The DeMotte Server** is an HP ProLiant ML110 G4 Dual Core Xeon 3040 1.86GHz with 2GB memory, two 160 GB SATA hard drives, CD-ROM drive, Gigabit network card, and HP Lights Out 100c card for remote administration. This server has multiple functions: It allows all DeMotte networked PCs access to the CD-ROM/online databases, serves as a file server for DeMotte staff files, performs DHCP functions for DeMotte PCs, and acts as an internal primary DNS server for DeMotte PCs. This server is backed up to the Primary Domain Controller server over the WAN each evening, and then backed up to tape each day.
6. **The Wheatfield Server** is an HP ProLiant ML110 G4 Dual Core Xeon 3040 1.86GHz with 2GB memory, two 160 GB SATA hard drives, CD-ROM drive, Gigabit network card, and HP Lights Out 100c card for remote administration. This server has multiple functions: It allows all Wheatfield networked PCs access to the CD-ROM/online databases, serves as a file server for Wheatfield staff files, performs DHCP functions for Wheatfield PCs, and acts as an internal primary DNS server for Wheatfield PCs. This server is backed up to the Primary Domain Controller server over the WAN each evening, and then backed up to tape each day.

Additional Servers: All JCPL servers and PCs are connected through the same Ethernet network LANs and WAN that Library.Solution is connected to. All servers located at Rensselaer use a 16-port Starview KVM switch to share one monitor and keyboard. Each library has Uninterruptible Power Source units for servers network equipment. DeMotte has an APC Smart-UPS 1000VA ~~700~~, Wheatfield has an APC Smart-UPS 1000VA ~~700~~ and an APC Smart-UPS 750, and Rensselaer has an APC Smart-UPS 1500 ~~1400~~ and and APC Smart-UPS 2200XL.

1. **The Softrack/Intranet Server** (at Rensselaer) is an HP ProLiant ML150 Xeon 3GHz with 1GB memory, one 80GB hot-swap Serial ATA hard drive, CD-ROM drive, Gigabit network adapter, and Windows Server 2003 (1-user) software. This server collects patron software usage statistics using SofTrack software. It also serves as our staff Intranet server using Plone content management software and Zope web application software. The Intranet offers staff easy, searchable access to electronic copies of our procedures, policies, staff handbook, forms, and other useful JCPL information. ARCServe backup agent is installed to allow for backup to the Primary Domain Controller server.

2. **The Homepage/Digitization Server** (at Rensselaer) is an HP ProLiant ML350 Xeon 3.2GHz with 2GB memory, three 72.8 GB hot-swap SCSI hard drives, CD-ROM drive, Gigabit network adapter, HP StorageWorks Ultrium 215 tape drive, RILOE card for remote administration, Windows Server 2003 (5-user) software, and Microsoft Internet Information Server (IIS) 6 software. Contentdm digitization software is installed to allow patron access to our local collection of General Robert Milroy artifacts. ARCServe backup agent is installed to allow for backup to the Primary Domain Controller server.
3. **The Help Desk Server** (at Rensselaer) is a Dell Optiplex Gx150 SFF Pentium 4 with 512M memory, one 20GB hard drive, CD-ROM drive, 100MB network adapter, Windows 2000 Pro software and Microsoft IIS 5 software. SysAid Help Desk software is installed to allow library staff to request technical assistance from the Systems Administrator and Systems Administrator Assistant. This server is backed up to the Primary Domain Controller server and then to tape each day.
4. **The Rensselaer Wireless Server** is a Dell Optiplex Gx110-50 SFF Pentium III with 128M memory, one 20GB hard drive, CD-ROM drive, 100MB network adapter, Windows 2000 Pro, and Microsoft IIS 5. DNSRedirector software is installed to display our Internet Policy for patrons to view and accept before proceeding to use our wireless network.
5. **The Wheatfield Wireless Server** is a Dell Optiplex GX260T Pentium 4 with 256M memory, one 40GB hard drive, CD-ROM drive, 100MB network adapter, Windows 2000 Pro, and Microsoft IIS 5. DNSRedirector software is installed to display our Internet Policy for patrons to view and accept before proceeding to use our wireless network.
6. **The DeMotte Wireless Server** is a Dell Optiplex Gx150 SFF Pentium III with 128M memory, one 20GB hard drive, one CD-ROM drive, 100MB network adapter, Windows 2000 Pro, and Microsoft IIS 5. DNSRedirector software is installed to display our Internet Policy for patrons to view and accept before proceeding to use our wireless network.

Wireless Laptop Lab: A portable wireless laptop lab is available for in-house use by staff and patrons. It consists of ten Dell Latitude D610 laptops, one HP ProCurve 420 Wireless Access Point, one HP ProCurve 408 switch, one HP Deskjet 460wf color printer, 10 Valence N-Charge external batteries, and one Epson PowerLite 61C LCD projector.

Networked Printers/Copiers/Scanners: Each library has a Hewlett Packard LaserJet printer available for patron and staff use. Rensselaer has an HP LaserJet 4200n with an internal network adapter to connect to the network. DeMotte and Wheatfield both have an HP LaserJet 4250n with an internal network adapter to connect to the network. In addition, DeMotte has a duplex

unit attached to allow for 2-sided printouts. Rensselaer has an HP LaserJet 2015n with an internal network adapter to connect to the network. This printer is used by staff and by patrons using the genealogy PC.

For staff-only printing, Rensselaer has a color OkiData C5300n laser printer which includes an internal network card and an HP Scanjet 8200 scanner with copier capabilities. DeMotte has a color Konica MagiColor 2430DL printer with internal network adapter. Wheatfield has a Konica MagiColor 2480MF printer which includes external network adapter, scanner, copier and fax functions.

Additional Printers: Rensselaer has five personal printers located next to staff workstations which are not networked, but used by individual staff. DeMotte has two, and Wheatfield has one.

Internet Filtering/Bandwidth Management Software: The library system uses a Cymphonix DC20 device for web content filtering ~~WebBalanced software~~ to qualify for federally funded grants. We also utilize bandwidth management features available in Cymphonix to prioritize network traffic to ensure high-priority applications (TLC) receive top-priority on our network.

PC/Print Management Software: The library system uses CMS PCCop time management software as a centralized system for the allocation and enforcement of time and use limits on public access computers. The ability to automate this process drastically reduces the need for staff involvement or even staff intervention. Each library has the administration kiosk installed on one PC at the circulation desk. In addition, one PC at each library serves as a self-service kiosk for patrons. This software also offers Diginet print management features that help reduce wasted paper and toner.

CD-ROM/Online Databases: The Library has acquired a number of electronic publications online and on CD-ROM. All of these are accessible from our LAN and most are accessible via Internet access.

Computers: Rensselaer has 47 ~~one Pentium D, four Core 2 Duo, three Pentium M, and 39 Pentium 4~~ PCs. DeMotte has 32 ~~one Pentium D, one Core 2 Duo, and 27 Pentium 4~~ PCs. Wheatfield has 26 ~~one Pentium D, one Core 2 Duo, and 21 Pentium 4~~ PCs. All of these PCs are connected to our WAN and can access the Internet and databases; however, some are dedicated for specific purposes. In addition to the dedicated OPAC PCs listed above under "Automated library system", JCPL has the following patron PCs:

Dedicated Word Processing PCs: Patrons may use these PCs for their word processing and spreadsheet needs; Rensselaer has two, DeMotte has one.

Dedicated Genealogy PCs: Both Rensselaer and DeMotte have a PC that patrons can use to access CD-ROM/online databases and Internet sites related to genealogy.

Dedicated Children's PCs: Each library provides a PC loaded with Microsoft Office, educational, reference, and entertainment software for patron use.

Dedicated Game PCs: Rensselaer and Wheatfield each have ~~has~~ one PC dedicated to CD-ROM games for children.

Multi-use PCs: Multi-use PCs offer Microsoft Office, Internet, and access to our CD-ROM/online databases; Rensselaer has ten, DeMotte has eight, and Wheatfield has nine.

LCD Projectors: Each library has an LCD projector for staff and patron in-house use. Rensselaer has an Epson PowerLite 83c, DeMotte has an Epson PowerLite 82c, and Wheatfield has an Epson PowerLite 82c. In addition, a Panasonic PTL-5950 LCD projector is available for patron check-out. The projectors are used to project the image of a laptop, desktop PC, VCR, LaserDisc player, and/or DVD player to a screen, white board, or wall.

Digital Cameras: Digital cameras are used by staff to take digital pictures and/or short movie clips that can be transferred to a PC for use in documents, on the JCPL homepage, to send in E-mail messages, to archive information, etc...Rensselaer has a Kodak C330 EasyShare, DeMotte has a Sony Mavica FD100 and a Kodak M753, and Wheatfield has a Canon PowerShot A75.

Document Scanners: A Pentax DSMobile 600 document scanner is available at each library circulation desk for patrons who need to scan documents/photos. In addition, Technical Services and the Business Office each have a scanner for various uses.

Camcorder: A Sony Handycam DCR-HC48 camcorder is used in-house by staff for disaster recovery documentation, to create promotional videos for library events, and for library programs.

Gaming Units: The library owns one Rock Band, one Guitar Hero, and 3 Wii gaming consoles which are used to enhance programs for teens and seniors.

VII. BUDGET

7/1/08 thru 6/30/09

Capital Projects Fund

3.26	Network expenses (communications costs)		\$ 6,675
	Self-check Software (SIP and client)	\$ 6000	
	Data drops (3)	\$ 675	
4.4	Equipment		\$38,045
	Hard Drives for DigiSvr (3?)	\$ 1200	
	Monitor Mount Arm (2)	\$ 260	
	Receipt Printers (3)	\$ 570	
	Touch Screens (3)	\$ 1565	
	Barcode Scanners (3)	\$ 720	
	Replacement PCs (20)	\$25500	
	Wireless Network Printer (1)	\$ 450	
	Replace Personal Printers (3)	\$ 380	
	Replace Switches (2)	\$ 1450	
	Replace Multi-fun. laser printers (2)	\$ 2000	
	Color printer for patrons (3)	\$ 1500	
	Wide-screen monitors (2)	\$ 450	
	Other Equipment	\$ 2000	
4.53	Online databases & system software		\$ 2,280
	MS Office Update	\$ 1380	
	Misc. system software	\$ 900	

Total Budget: \$47,000

7/1/08 thru 6/30/09

Operating Fund

1	Personal Services (Systems Administrator and assistant)	\$62,000
3.23	Added Travel Expenses for technology training	\$ 2,160
3.24	Professional meetings (technology training)	\$ 3,850
	Self-check SIP II Module training	\$ 2400
	Other	\$ 1450
3.26	Network expenses (communications costs)	\$22,800
	Data Lines	\$22800
3.62	Equipment repairs/maintenance (Consulting needs)	\$ 8,750
	Consultant hours	\$ 8000
	Misc. repairs, upgrades	\$ 750
3.98	Contracts	\$40,275
	TLC Maintenance	\$32370
	Firewall maintenance	\$ 375
	Cornerstone support	\$ 190
	Web Filtering subscription	\$ 1440
	Public Web Browser support	\$ 100
	SofTrack software support	\$ 800
	PC/Print Mgmt support	\$ 1250
	Contentdm support	\$ 2405
	Ghost support	\$ 120
	Phone Tree software	\$ 160
	ARCServe support	\$ 870
	EngagedPatrons.org Events	\$ 195
4.4	Equipment	\$ 0
4.53	Online databases & system software	\$26,000
	Online Databases	\$24000
	Misc. system software	\$ 2000

Total Budget: \$165,835

7/1/09 thru 6/30/10

Capital Projects Fund

3.14	Other Professional Services		\$ 2,000
	Consulting services (CMS install)	\$2000	
3.26	Network expenses (communications costs)		\$ 0
	Misc Expenses	\$ 0	
4.4	Equipment		\$43,000
	Replacement PCs (20)	\$27000	
	New PC in Wht Workroom	\$ 1300	
	Replace Firewall (1)	\$ 1000	
	Replace Lab Laptops (10)	\$10000	
	Patron Color Printers (3)	\$ 2700	
	Other Equipment	\$ 1000	
4.53	Online databases & system software		\$ 2,000
	Content management system	\$ 1500	
	Misc. system software	\$ 500	

Total Budget: \$47,000

7/1/09 thru 6/30/10

Operating Fund

1	Personal Services (Systems Administrator and assistant)	\$67,380
3.23	Added Travel Expenses for technology training	\$ 2,270
3.24	Professional meetings (technology training)	\$ 1,800
	Other	\$ 1800
3.26	Network expenses (communications costs)	\$31,200
	Data Lines	\$31200
3.62	Equipment repairs/maintenance (Consulting needs)	\$ 8,790
	Consultant hours	\$ 8000
	Misc. repairs, upgrades	\$ 790
3.99	Contracts	\$40,835
	TLC Maintenance	\$30900
	Cornerstone support	\$ 150
	Web Filtering subscription	\$ 1720
	Public Web Browser support	\$ 125
	SofTrack software support	\$ 700
	PC/Print Mgmt support	\$ 1300
	Contentdm support	\$ 1200
	ARCServe support	\$ 500
	PhoneTree support	\$ 160
	EngagedPatrons.org Events	\$ 195
	eTrust support	\$ 1215
	Microfilm Machine maintenance	\$ 1870
	Forefront Security support	\$ 800
4.5	Equipment	\$ 0
4.53	Online databases & system software	\$26,000
	Online Databases	\$24000
	Misc. system software	\$ 2000

Total Budget: \$178,275

7/1/10 thru 6/30/11

Capital Projects Fund

3.26	Network expenses (communications costs)		\$ 2,375 300
	Windows Operating System for Web	\$ 375	
	Cabling for new PC location	\$ 300	
	Misc Expenses	\$ 2000 0	
3.98	Contracts		\$ 4,300
	Microfilm Machine maintenance	\$ 1600	
	SofTrack software support	\$ 750	
	PC/Print Mgmt support	\$ 1350	
	Traffic Prioritization	\$ 600	
4.4	Equipment		\$45,820 45,120
	Replace Wireless Network Printer	\$ 450 700	
	Replace WAPs at all libraries (9)	\$ 2700	
	Circulation Printers (9)	\$ 1700	
	Circulation Scanners (9)	\$ 1450	
	Replacement PCs (20)	\$28000	
	Add new MU PCs (2)	\$ 2800	
	Replace Personal Printer (1)	\$ 220	
	Replace Tech Svc Printer	\$ 350	
	Replace Multi-Function Printer (3)	\$ 900 2700	
	Replace Staff Color Printer	\$ 900	
	Replace Circ Printers (2)	\$ 2000	
	Replace Web Server	\$ 5000	
	Replace external laptop lab batteries	\$ 2500	
	Backup Tapes	\$ 150	
	Other Equipment	\$ 2000 0	
4.53	Online databases & system software		\$ 950 280
	Replace Desktop Pub. Software	\$ 450	
	Misc. system software	\$ 280	

Total Budget: \$ 49,145 50,000

7/1/10 thru 6/30/11

Operating Fund

1	Personal Services (Systems Administrator +assistant)	\$69,400	54,000
3.23	Added Travel Expenses for technology training	\$ 2,385	
3.24	Professional meetings (technology training)	\$ 3,100	1,600
	Fed. Searching software training	\$ 1500	
	Other	\$ 1600	
3.26	Network expenses (communications costs)	\$31,200	37,800
	Data Lines	\$31200	37,800
3.62	Equipment repairs/maintenance (Consulting needs)	\$ 8,830	
	Consultant hours	\$ 8000	
	Misc. repairs, upgrades	\$ 830	
3.98	Contracts	\$42,830	75,605
	TLC maintenance	\$32445	36200
	Roeing Contract	\$34000	
	Domain Registration	\$ 30	
	Flickr Pro Account	\$ 25	
	Firewall maintenance	\$ 200	775
	Cornerstone support	\$ 450	185
	Web Filtering subscription	\$ 1720	
	Public Web Browser support	\$ 125	
	SoftTrack software support	\$ 750	
	PC/Print Mgmt support	\$ 1350	
	Contentdm support	\$ 1250	
	PhoneTree support	\$ 160	
	ARCServe support	\$ 550	450
	EngagedPatrons.org Events support	\$ 195	
	eTrust support	\$ 1215	1375
	Astaro Email Filtering	\$ 995	
	Microfilm Machine maintenance	\$ 1870	
	Forefront Security support	\$ 850	
4.4	Equipment	\$	0
4.53	Online databases & system software	\$52,600	24,100
	Online Databases	\$24000	22100
	Aquabrowser	\$17600	
	Federated Searching software	\$ 9000	
	Misc. system software	\$ 2000	

Total Budget: \$210,345 195,490

VIII. TECHNOLOGY PLAN EVALUATION

Strategy 1: Quarterly apprise the Library Board of Technology Plan progress.

Action (1): The Library Director will submit to the Board a quarterly progress report.

Strategy 2: Annually, the Technology Plan will be evaluated and revised.

Action (1): Annually at the February Management Meeting, the Systems Administrator and Library Director, with input from the Management Team, will review past year's progress and determine if changes are needed.

Action (2): If revisions are necessary, the revised Technology Plan will be presented by the Library Director to the Board at the April Board Meeting for their approval.

Action 3): Annually in May, the Indiana State Library will be apprised of the progress report and any changes made to the technology plan.

ADDITIONAL APPROPRIATION RESOLUTION/ORDINANCE

WHEREAS, it has been determined that it is now necessary to appropriate more money than was appropriated in the annual budget; now, therefore:

be it ordained (resolved) by the Library Board of Directors of Jasper County Public Library, Jasper County, Indiana, that for the expenses of the Library, the following additional sums of money are hereby appropriated out of the fund named and for the purpose specified, subject to laws governing the same:

Fund Name: Rainy Day Fund

Major Budget Classification:
3.61 Repairs & Maintenance

TOTAL for Rainy Day Fund:

AMOUNT
ADDED

\$ 150,000

\$ 150,000

Adopted this 12th day of April, 2009.

NAY

AYE

Maureen Layle
Jody Nelson
Genevieve Egan
Susan Deardorff
Natalie Waling
Timothy M. Schell

ATTEST:

Patricia J. Stringfellow
Fiscal Officer

Resolution to Request Advance Draw

Whereas, it has been determined that the Jasper County Public Library needs additional funds to operate; therefore, we the Board of Trustees of the Jasper County Public Library do resolve to approve this request to the County Auditor and County Treasurer for 95% of all possible revenues received to date for the Library Operating Fund, Library Capital Projects Fund, and General Obligation Bond Fund to the Jasper County Public Library, payable 30 days from the date of this resolution.

ADOPTED THIS 13th DAY OF April, 2009.

NAY

AYE

Mari Anne Sayler
Jody Melton
Quine-marie Egan
Susan Deardoff
Natalie Waling
Timothy Schultz

ATTEST:

Jody Melton
Secretary of the Jasper County Public Library Board

JCPL FINANCIAL STATEMENT

F1

March 31, 2009

	<u>Beginning 2009 Balance</u>	<u>Current Month Disbursements</u>	<u>Y-T-D Disbursements</u>	<u>Current Month Receipts</u>	<u>Y-T-D Receipts</u>	<u>Ending Balance</u>
Operating Fund	\$586,496.58	\$142,224.24	\$428,468.88	\$154,837.21	\$305,466.89	\$463,494.59
Includes Investments of:						
Public Library Access Card Fund	\$60.00	\$0.00	\$60.00	\$0.00	\$30.00	\$30.00
Gift Fund	\$5,910.61	\$204.03	\$984.77	\$892.34	\$2,287.15	\$7,212.99
DeMotte	\$1,834.58	\$30.18	\$36.10	\$662.20	\$909.90	\$2,708.38
Rensselaer	\$2,369.46	\$144.67	\$894.44	\$45.00	\$1,082.41	\$2,557.43
Wheatfield	\$1,706.57	\$29.18	\$54.23	\$185.14	\$294.84	\$1,947.18
Library Improvement Reserve Fund	\$216,342.26	\$0.00	\$0.00	\$248.00	\$873.05	\$217,215.31
Includes Investments of:						
Bond & Interest Redemption Fund	\$109,471.48	\$0.00	\$159,802.50	\$0.00	\$40,732.71	(\$9,598.31)
Includes Investments of: \$0.00						
Rainy Day Fund	\$168,751.12	\$0.00	\$807.50	\$0.00	\$98,549.78	\$266,493.40
Includes Investments of: \$0.00						
State Technology Fund G	\$6,731.97	\$3,980.00	\$5,740.00	\$0.00	\$0.00	\$991.97
Capital Projects Fund	\$523,219.14	\$0.00	\$0.00	\$695.10	\$33,303.45	\$556,522.59
Includes Investments of: \$0.00						
Host/Hospitality Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Levy Excess Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$84,309.00	\$84,309.00
Sales Tax	\$5.32	\$0.00	\$5.22	\$5.24	\$11.18	\$11.28
Construction Fund	\$186,153.76	\$747.00	\$864.62	\$156.59	\$585.46	\$185,874.60
Includes Investments of \$0.00						
Petty Cash Funds	\$120.00	\$0.00	\$0.00	\$0.00	\$0.00	\$120.00
Cash Change Fund	\$90.00	\$0.00	\$0.00	\$0.00	\$0.00	\$90.00
Payroll Withholding Accts.						
FIT Tax Collected	\$0.00	\$4,748.97	\$18,204.21	\$4,748.97	\$18,204.21	\$0.00
FICA Tax Collected	\$0.00	\$5,898.28	\$18,344.60	\$5,988.28	\$18,434.60	\$90.00
State Tax Collected	\$2,770.46	\$2,934.01	\$8,645.70	\$2,841.75	\$8,716.99	\$2,841.75
County Tax Collected	\$1,982.26	\$2,131.08	\$6,249.52	\$2,048.27	\$6,315.58	\$2,048.32
Deferred Comp.	\$0.00	\$2,570.00	\$7,683.25	\$2,570.00	\$7,683.25	\$0.00
#125 Pre-tax Plan	\$0.00	\$2,219.41	\$6,658.23	\$2,219.41	\$6,658.23	\$0.00
Employee Life Insur.	\$0.00	\$135.80	\$417.40	\$135.80	\$417.40	\$0.00
Employee P.E.R.F.	\$6,532.65	\$0.00	\$6,532.65	\$2,148.42	\$6,596.32	\$6,596.32
Garnishments	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Credit Union	\$0.00	\$2,983.25	\$9,090.96	\$2,983.25	\$9,090.96	\$0.00
EIC	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL ALL FUNDS.....	\$1,814,637.61	\$170,776.07	\$678,560.01	\$182,518.63	\$648,266.21	\$1,784,343.81

Bank Balances
Jasper County Public Library
Report as of: 3/31/2009

<i>Bank</i>		
1	Alliance Bank	\$1,370,530.58
2	Demotte State Bank	\$10,513.32
3	Alliance Bank-LIRF Acct	\$217,215.31
5	Cash On Hand	\$210.00
6	Alliance Bank-Construction Ckg.	\$185,874.60
7		
8		
9		
10		
11		

Total all banks = \$1,784,343.81

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

Appropriation Report for 100 OPERATING FUND

Jasper County Public Library

Report Date: From 3/1/2009 To 3/31/2009

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent
<i>1. Personal Services</i>							
1.11 SALARY OF LIBRARIAN	\$54,835.00	\$0.00	\$54,835.00	\$4,513.60	\$13,474.93	\$41,360.07	24.6
1.12 SALARY OF ASSISTANTS	\$911,677.00	\$0.00	\$911,677.00	\$71,586.35	\$220,778.31	\$690,898.69	24.2
1.13 WAGES OF JANITORS	\$63,718.00	\$0.00	\$63,718.00	\$4,395.85	\$13,378.54	\$50,339.46	21.0
1.21 EMPLOYER'S SHARE-FICA	\$76,037.00	\$0.00	\$76,037.00	\$5,898.28	\$18,344.60	\$57,692.40	24.1
1.22 UNEMPLOYMENT COMPENSATION	\$4,867.00	\$0.00	\$4,867.00	\$0.00	\$542.62	\$4,324.38	11.1
1.23 EMPLOYER'S CONTRIB.- PERF	\$64,814.00	\$0.00	\$64,814.00	\$0.00	\$16,606.63	\$48,207.37	25.6
1.24 EMPLOYER'S CONTRIB.- INS.	\$84,247.00	\$0.00	\$84,247.00	\$6,113.89	\$18,297.17	\$65,949.83	21.7
Subtotal	\$1,260,195.00		\$1,260,195.00	\$92,507.97	\$301,422.80	\$958,772.20	23.9
<i>2. Supplies</i>							
2.11 OFFICIAL RECORDS	\$550.00	\$0.00	\$550.00	\$154.01	\$265.97	\$284.03	48.4
2.12 STATIONERY AND PRINTING	\$500.00	\$0.00	\$500.00	\$0.00	\$0.00	\$500.00	0.0
2.13 OTHER OFFICE SUPPLIES	\$10,500.00	\$0.00	\$10,500.00	\$949.01	\$3,376.39	\$7,123.61	32.2
2.21 CLEANING & SANITATION SUPPLIES	\$6,000.00	\$0.00	\$6,000.00	\$1,038.03	\$1,677.21	\$4,322.79	28.0
2.23 OTHER OPERATING SUPPLIES	\$4,800.00	\$0.00	\$4,800.00	\$669.67	\$1,235.02	\$3,564.98	25.7
2.31 BUILDING MATERIALS & SUPPLIES	\$1,000.00	\$0.00	\$1,000.00	\$0.00	\$0.00	\$1,000.00	0.0
2.32 PAINT AND PAINTING SUPPLIES	\$200.00	\$0.00	\$200.00	\$0.00	\$0.00	\$200.00	0.0
2.33 REPAIR PARTS	\$550.00	\$0.00	\$550.00	\$0.00	\$35.75	\$514.25	6.5
2.41 LIBRARY SUPPLIES	\$13,250.00	\$0.00	\$13,250.00	\$1,404.42	\$2,740.18	\$10,509.82	20.7
2.42 MARKETING SUPPLIES	\$200.00	\$0.00	\$200.00	\$0.00	\$0.00	\$200.00	0.0
Subtotal	\$37,550.00		\$37,550.00	\$4,215.14	\$9,330.52	\$28,219.48	24.8

<i>Account # Description</i>	<i>Annual Appropriation</i>	<i>Change to Appropriation</i>	<i>Current Appropriation</i>	<i>Disbursements This Month</i>	<i>Disbursements YTD</i>	<i>Balance</i>	<i>Percent</i>
<i>3. Other Services and Charges</i>							
3.13 LEGAL SERVICES	\$5,000.00	\$0.00	\$5,000.00	\$1,050.00	\$2,931.25	\$2,068.75	58.6
3.14 OTHER PROFESSIONAL SERVICES	\$5,670.00	\$0.00	\$5,670.00	\$50.00	\$870.00	\$4,800.00	15.3
3.21 TELEPHONE	\$3,600.00	\$0.00	\$3,600.00	\$274.53	\$1,087.98	\$2,512.02	30.2
3.22 POSTAGE	\$4,500.00	\$0.00	\$4,500.00	\$16.05	\$1,852.38	\$2,647.62	41.2
3.23 MILEAGE	\$20,355.00	\$0.00	\$20,355.00	\$1,217.29	\$3,863.05	\$16,491.95	19.0
3.24 PROFESSIONAL MEETINGS	\$7,944.00	\$0.00	\$7,944.00	\$277.85	\$1,360.94	\$6,583.06	17.1
3.25 FREIGHT	\$1,800.00	\$0.00	\$1,800.00	\$46.10	\$107.95	\$1,692.05	6.0
3.26 NETWORKING	\$31,200.00	\$0.00	\$31,200.00	\$0.00	\$0.00	\$31,200.00	0.0
3.31 ADVERTISING & PUBLIC NOTICES	\$1,100.00	\$0.00	\$1,100.00	\$0.00	\$0.00	\$1,100.00	0.0
3.33 MARKETING ADVERTISING	\$900.00	\$0.00	\$900.00	\$0.00	\$0.00	\$900.00	0.0
3.41 OFFICIAL BONDS	\$155.00	\$0.00	\$155.00	\$0.00	\$0.00	\$155.00	0.0
3.42 OTHER INSURANCE	\$23,667.00	\$0.00	\$23,667.00	\$150.00	\$1,869.00	\$21,798.00	7.9
3.51 GAS	\$50,000.00	\$0.00	\$50,000.00	\$4,087.41	\$14,581.71	\$35,418.29	29.2
3.52 ELECTRICITY	\$65,000.00	\$0.00	\$65,000.00	\$5,607.83	\$16,174.80	\$48,825.20	24.9
3.53 WATER	\$1,083.00	\$0.00	\$1,083.00	\$70.25	\$241.45	\$841.55	22.3
3.54 WASTE DISPOSAL SERVICES	\$4,550.00	\$0.00	\$4,550.00	\$317.45	\$1,107.01	\$3,442.99	24.3
3.61 BUILDING & STRUCTURES	\$51,090.00	\$0.00	\$51,090.00	\$2,717.64	\$17,216.91	\$33,873.09	33.7
3.62 EQUIPMENT REPAIRS	\$700.00	\$0.00	\$700.00	\$0.00	\$0.00	\$700.00	0.0
3.72 EQUIPMENT RENTALS	\$245.00	\$0.00	\$245.00	\$81.95	\$151.85	\$93.15	62.0
3.91 DUES	\$2,312.00	\$0.00	\$2,312.00	\$0.00	\$350.00	\$1,962.00	15.1
3.93 TAXES & ASSESSMENTS	\$325.00	\$0.00	\$325.00	\$0.00	\$0.00	\$325.00	0.0
3.94 TRANSFER TO LIRF	\$30,000.00	\$0.00	\$30,000.00	\$0.00	\$0.00	\$30,000.00	0.0
3.95 BOOK REIMBURSEMENT	\$100.00	\$0.00	\$100.00	\$70.92	\$135.86	(\$35.86)	135.9
3.96 PETTY CASH	\$120.00	\$0.00	\$120.00	\$0.00	\$0.00	\$120.00	0.0
3.98 MAINTENANCE/SERVICE CONTRACTS	\$77,054.00	\$0.00	\$77,054.00	\$8,517.59	\$16,791.74	\$60,262.26	21.8
Subtotal	\$388,470.00		\$388,470.00	\$24,552.86	\$80,693.88	\$307,776.12	20.8

<i>Account # Description</i>	<i>Annual Appropriation</i>	<i>Change to Appropriation</i>	<i>Current Appropriation</i>	<i>Disbursements This Month</i>	<i>Disbursements YTD</i>	<i>Balance</i>	<i>Percent</i>
<i>4. Capital Outlays</i>							
4.4 FURNITURE & EQUIPMENT	\$7,175.00	\$0.00	\$7,175.00	\$0.00	\$1,800.00	\$5,375.00	25.1
4.51 BOOKS	\$144,000.00	\$3,300.53	\$147,300.53	\$14,190.76	\$21,110.45	\$126,190.08	14.3
4.52 PERIODICALS & NEWSPAPERS	\$21,132.00	\$363.48	\$21,495.48	\$1,734.77	\$2,577.22	\$18,918.26	12.0
4.53 NONPRINTED MATERIALS	\$75,099.00	\$884.38	\$75,983.38	\$5,022.74	\$11,534.01	\$64,449.37	15.2
Subtotal	\$247,406.00	\$4,548.39	\$251,954.39	\$20,948.27	\$37,021.68	\$214,932.71	14.7
Grand Total	\$1,933,621.00	\$4,548.39	\$1,938,169.39	\$142,224.24	\$428,468.88	\$1,509,700.51	22.1

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

Changes to Appropriations

<i>Date</i>	<i>Fund</i>	<i>Account</i>	<i>Amount</i>	<i>Reason</i>
1/2/2009	100 OPERATING FUND	4.51 BOOKS	\$3,300.53	Encumbered per Board Mtg Approval, 12/30/08
3/31/2009	100 OPERATING FUND	4.52 PERIODICALS & NEWSPAPERS	\$363.48	Refund/Reimbursement for Wall Street Journal A/P #217
1/2/2009	100 OPERATING FUND	4.53 NONPRINTED MATERIALS	\$884.38	Encumbered per Board Mtg Approval, 12/30/08
1/2/2009	130 LIRF FUND	3.61 BUILDING & STRUCTURES	\$64,586.00	Encumbered per Board Mtg Approval, 12/30/08
1/19/2009	130 LIRF FUND	3.61 BUILDING & STRUCTURES	(\$64,586.00)	Board Negated encumbrance-contract voided
1/2/2009	151 RAINY DAY FUND	3.61 BUILDING & STRUCTURES	\$122,992.00	Encumbered per Board Mtg Approval, 12/30/08
1/19/2009	151 RAINY DAY FUND	3.61 BUILDING & STRUCTURES	(\$122,992.00)	Board Negated encumbrance-contract voided

Net Changes by Fund

<i>Fund Number</i>	<i>Net Change</i>
100	\$4,548.39
130	\$0.00
151	\$0.00

Voucher List

Jasper County Public Library

Report Date: From 3/1/2009 To 3/31/2009

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
28079	165	AARON'S LAWN CARE	3/9/2009	DeM & Wh. Snow Removal, 1/28-2/19/09	\$720.00
28080	166	ACE HARDWARE	3/9/2009	Plastic Sheeting & Hardware Supply	\$37.98
28081	167	BAKER & TAYLOR	3/9/2009	Books, A-V, Gift Fund Books, Continuations	\$13,754.27
28082	168	BAKER & TAYLOR ENTERTAIN	3/9/2009	DVDs	\$156.40
28083	169	BLUETARP FINANCIAL, INC	3/9/2009	SuperStripper, ret'd scraper blades, bucket, goggles	\$351.25
28084	170	BOYCE FORMS/SYSTEMS	3/9/2009	SBA Numbered Receipt Books (5)	\$154.01
28085	171	BRENDA THOMPSON	3/9/2009	Mileage: Books2Bridge Meeting	\$24.57
28086	172	CAPITAL ONE BANK (USA), NA	3/9/2009	Jewelry prog supply, scrapbook, books, meeting Expenses, staff training materials, page-up holders	\$239.86
28087	173	CHESTER TECHNOLOGIES	3/9/2009	Okidata Printer Cartridges, Hardware Support	\$1,041.00
28088	174	CIRCLE R ELECTRIC, INC.	3/9/2009	De-Icer Cable repair, D & Wh Outside Parking Lot Lights replaced	\$668.24
28089	175	CULLIGAN OF KOUTS	3/9/2009	Water Cooler Rental-March @ Wh. Lib.	\$9.95
28090	176	DARLENE HOLMES	3/9/2009	Lost Book Returned-Reimbursement	\$12.95
28091	177	DEMCO	3/9/2009	Tape, Labels, Tape Dispenser blade	\$111.66
28092	178	DIANNE HOLLERMAN	3/9/2009	Lost Audiobook returned-reimbursement	\$39.98
28093	179	EDUCATION NETWORKS OF A	3/9/2009	Internet Connectivity- February 2009	\$930.00
28094	180	FASE-KALUF TV & APPLIANCE	3/9/2009	Telephone Battery - S/A cordless phone	\$16.99
28095	181	FLEX-PAC INC	3/9/2009	Trash bags, Glass Cleaner, Bowl Cleaner	\$87.80
28096	182	GA FOODS GROUP	3/9/2009	Third Thursday Program supplies-Rens.	\$5.99
28097	183	GALE	3/9/2009	Books	\$1,218.10
28098	184	HERITAGE OFFICE PRODUCT	3/9/2009	Jumbo Rubberbands, UPS charge	\$20.22
28099	185	HIGHSMITH CO. INC.	3/9/2009	Laser Label Sets, bookmarks, tabletop display boards	\$261.59
28100	186	IHSLA 2009 CONFERENCE	3/9/2009	What's Complementary About Alternative Medicine? Program registration, D. Opolski & D. Kooy, 4/15/09	\$130.00
28101	187	INCOLSA	3/9/2009	ContentDM Annual Support, 1/2009	\$1,202.00
28102	188	INDIANA CHAMBER	3/9/2009	In Guide to Hiring/Firing; Supervisor's Handbook	\$209.71
28103	189	INSPIRATIONAL DISTRIBUTOR	3/9/2009	Christian Book series	\$23.31
28104	190	INTELLIGENT CLEANING SYST	3/9/2009	Latex gloves, hand soap & towels, jumbo TP, stripping pads, power stripper	\$530.75
28105	191	JOSEPH ZELLON	3/9/2009	Mileage: Library Maintenance	\$26.40
28106	192	KANKAKEE VALLEY PUBLISHI	3/9/2009	Rensselaer Republican subscription, Wh. Lib. (3/5/09-3/5/10)	\$115.00
28107	193	KARA MULVIHILL	3/9/2009	Feb Mileage: walking books, movie night supply	\$15.40
28108	194	KIRBY RISK CORPORATION	3/9/2009	Ballasts, Fluorescent Lights	\$572.74
28109	195	KNOWBUDDY RESOURCES	3/9/2009	Books	\$292.05
28110	196	LINDA POORTENGA	3/9/2009	Card Craft Prog supplies, Mileage:Mgmt Mtg, Book2bridge, LLN, Bucks to Lib, Career Builder Programs	\$301.30
28111	197	M W INSURANCE AGENCY	3/9/2009	Treasurer & Asst. Treasurer Bonds, 2009	\$150.00
28112	198	MIDAMERICA BOOKS	3/9/2009	Children Books	\$235.77
28113	199	MIDWEST TAPE	3/9/2009	DVDs, Audiobook cases	\$1,055.91
28114	200	OFFICE DEPOT	3/9/2009	Pressboard Binders, copy paper, xacto knife	\$39.31
28115	201	PATTY STRINGFELLOW	3/9/2009	Mileage, parking, and expenses: branch visits, boiler install, ILF Legislative Day Mtg.	\$197.35
28116	202	POPULAR SUBSCRIPTION SE	3/9/2009	Magazine subscriptions (w/exp before Mar 2009)	\$874.38
28117	203	PRECISION CONTROL SYSTE	3/9/2009	1st Qtr. Mtnc-D & R; Coils and switch repairs, cleaned debris in air handler, replaced bad actuator-DeM.	\$3,034.40
28118	204	PROQUEST LLC	3/9/2009	Microfilm Rens Republican, 9-1-12/31/08	\$82.91
28119	205	RACHAEL CAVINDER	3/9/2009	Mileage: Marketing & Mgmt Mtgs, Book Salesman visit, Preschool visit, bank deposit	\$63.80
28120	206	RAYANN GILMORE	3/9/2009	Mileage: Excel Class	\$24.20

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
28121	207	ROEING CORPORATION	3/9/2009	3rd Installment on July 2008 Contract for Technical support	\$5,000.00
28122	208	SCHOLASTIC LIBRARY PUBLIS	3/9/2009	Continuations - US State series	\$481.00
28123	209	STEVE'S SPECIALIZED SERVI	3/9/2009	Reimbursed of fees resulting from voided Roofing contract as agreed per 2/9/09 Board Mtg.	\$3,100.00
28124	210	SUE TOBIAS	3/9/2009	Feb Mileage: Bank Deposits, post office trips, office supply	\$11.94
28125	211	TINA GAZAWAY	3/9/2009	Reimbursed for returned Lost Book (Little Lost Girl)	\$17.99
28126	212	TYSEN'S COUNTRY GROCERY	3/9/2009	DeM. Preschool Open House	\$13.18
28127	213	TYSEN'S COUNTRY GROCERY	3/9/2009	Wh. Storytime program expenses	\$7.16
28128	214	TYSEN'S FAMILY FOOD CENTE	3/9/2009	Kid's programs & storytime expenses-Wh.	\$11.76
28129	215	UNIQUE MANAGEMENT SERVI	3/9/2009	Initial & Secondary Collections-January 2009	\$234.59
28130	216	VISION SERVICE PLAN- (IN)	3/9/2009	Vision Premium-March 2009, 17 employees	\$154.10
28131	217	WALL STREET JOURNAL	3/9/2009	2 yr Subscription-DeM. 5/2009-5/2011	\$363.48
28132	218	WAL-MART COMMUNITY BRC	3/9/2009	DVD's, Music CDs, Pledge, Disinfectant Wipes, binder, timer, fantastik, Works TB cleaner, batteries, Wh Children Program expenses	\$2,999.35
28133	219	YVONNE DEL VECCHIO	3/9/2009	Jan/Feb Mileage: Walking Books, Community Connection deliveries & program notices	\$33.83
150184	220	PHILLIP KUHNS	3/9/2009	Signage-Wheatfield Construction Project	\$747.00
28134	221	ALLIED WASTE SERVICES #71	3/10/2009	Trash Service @Wh. Lib, March 2009	\$49.30
28135	222	ANTHEM BLUE CROSS BLUE S	3/10/2009	Health Insurance Premium-March - 17 employees	\$8,044.71
28136	223	ANTHEM LIFE	3/10/2009	Life Ins Premium-March	\$102.29
28137	224	EDWARD YOUNG	3/10/2009	Courier Mileage: 2/16/09-2/28/09	\$330.00
28138	225	FIRST TRUST CREDIT UNION	3/10/2009	Direct Deposits w/held from 10 MAR 09 Payroll-6 participants	\$1,491.36
28139	226	GREAT-WEST RETIREMENT S	3/10/2009	Annuity Contributions from 10 MAR 09 Payroll - 8 participants	\$1,285.00
0	227	INDIANA DEPARTMENT OF RE	3/20/2009	State & County Tax w/held Feb 2009, Verif #31, Ref #60526	\$5,065.09
0	228	IRS USA TAXPAYMENT	3/11/2009	FICA & Federal Taxes w/held 10 March 09, Ref #00088224	\$8,323.31
28140	229	TOWN OF DEMOTTE	3/10/2009	Sewer Service-DeM, January 2009	\$68.42
28141	230	TOWN OF WHEATFIELD SEW	3/10/2009	Sewer services @ Wh. Lib, March 2009	\$56.65
28142	231	POSTMASTER	3/9/2009	Annual Post Office Box 16 Rental - DeMotte Lib.	\$72.00
0	232	PAYROLL	3/10/2009	PAYROLL	\$40,181.94
28143	233	BIERMA HARDWARE, INC.	3/9/2009	Batteries, Ch. Prog Supplies @Wh	\$34.05
28144	234	DUMAS, WEIST & MAHNESMIT	3/9/2009	Legal Services, Boiler Project (1/22-1/26/09); Roofing Project (1/12-2/16/09)	\$1,050.00
28145	235	EMBARQ	3/9/2009	Local Phone service, Rens, March 2009	\$140.73
28146	236	MATT SWOPE	3/9/2009	Literacy Spanish Class, 3/7/09, Rens. Lib.	\$25.00
28147	237	MATT SWOPE	3/9/2009	Literacy Program-Spanish Class, 3-21-09	\$25.00
0	238	DEMOTTE STATE BANK	3/9/2009	Deposits Slips-DeMotte Library	\$64.00
0	239	PAYROLL	3/25/2009	PAYROLL	\$40,313.86
28148	240	AFLAC	3/25/2009	Supplemental Insurance-March 2009	\$168.00
28149	241	CHICAGO TRIBUNE	3/25/2009	Newspaper Subscription, DeM. Lib, 3/16-9/13/09	\$117.00
28150	242	CITY OF RENSSLAER	3/25/2009	Rens. Utilities, 2/9-3/9/09	\$3,435.03
28151	243	EDWARD YOUNG	3/25/2009	Courier Mileage, 3/1-3/15/09	\$330.00
28152	244	EMBARQ	3/25/2009	Local Phones-Wh. Lib, March 2009	\$64.39
28153	245	EMBARQ COMMUNICATIONS I	3/25/2009	Long Distance Calls-2/09-3/7/09, DeM, Rens, Wh.	\$69.41
28154	246	FIRST TRUST CREDIT UNION	3/25/2009	Direct Deposits w/held from 25 MAR 09 Payroll-6 participants	\$1,491.89
28155	247	GREAT-WEST RETIREMENT S	3/25/2009	Annuity Contributions from 25 MAR 09 Payroll - 8 participants	\$1,285.00
0	248	IRS USA TAXPAYMENT	3/26/2009	FICA & Federal Taxes w/held 25 March 09, Ref #00461810	\$8,222.22
28156	249	NIPSCO	3/25/2009	Utilities-DeM 2/5-3/9/09 & Wh. Lib. 1/31-3/3/09	\$6,473.54
28157	250	USA TODAY	3/25/2009	Rens. Newspaper Subscription; 4/18/09-4/17/10	\$182.00

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
Total Amount of Claims					\$170,776.07

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Tuesday, March 31, 2009

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 3 pages, and except for vouchers not allowed as show on the Register such vouchers are allowed in the total amount of \$170,776.07

Date this 13th day of April, 2009.

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

JASPER COUNTY PUBLIC LIBRARY

F5

Receipt Breakdown

March 31, 2009

	THIS MONTH	YEAR-TO-DATE	TOTAL RECEIPTS THIS MONTH	TOTAL RECEIPTS YEAR-TO-DATE
ES & FEES:			\$3,771.56	\$10,006.00
DeMotte	\$1,006.60	\$3,064.60		
Rensselaer	\$1,554.47	\$4,234.61		
Wheatfield	\$1,210.49	\$2,706.79		
PHOTOCOPIES:			\$928.06	\$2,298.18
DeMotte	\$280.10	\$771.60		
Rensselaer	\$441.36	\$997.08		
Wheatfield	\$206.60	\$529.50		
INTEREST:			\$936.90	\$3,122.14
Checking/Repurchase/Savings/CD's	\$936.90	\$3,122.14		
TAXES:			\$148,788.25	\$289,373.02
Property Tax	\$0.00	\$96,578.84		
License Excise Tax	\$0.00	\$33,574.15		
Financial Institution Tax	\$0.00	\$0.00		
CVET(Commercial Vehicle Excise)	\$0.00	\$0.00		
Local Option/Certified Shares	\$135,239.50	\$135,239.50		
Local Option/Property Tax Repl.	\$13,548.75	\$23,980.53		
TAXABLE SALES:-.....			\$14.28	\$67.39
REFUNDS:			\$398.16	\$600.16
Rebates/Refund	\$363.48	\$363.48		
Insurance Claims/Reimbursements	\$4.68	\$4.68		
Meeting Room Rental	\$0.00	\$200.00		
Reimbursement	\$0.00	\$0.00		
Grant Reimbursements	\$0.00	\$0.00		
Miscellaneous Receipts	\$30.00	\$32.00		
TOTAL OPERATING FUND RECEIPTS.....			\$154,837.21	\$305,466.89
PLAC FUND:-.....			\$0.00	\$30.00
GIFT FUNDS:			\$892.34	\$2,287.15
DeMotte	\$662.20	\$909.90		
Rensselaer	\$45.00	\$1,082.41		
Wheatfield	\$185.14	\$294.84		
LIB. IMPROV. RESERVE FUND: (Interest).....			\$248.00	\$873.05
BOND & INTEREST REDEMPTION FUND:			\$0.00	\$40,732.71
Property Tax	\$0.00	\$30,571.19		
License Excise Tax	\$0.00	\$10,161.52		
Financial Institution Tax	\$0.00	\$0.00		
CVET(Commercial Vehicle Excise)	\$0.00	\$0.00		
RAINY DAY FUND:			\$0.00	\$98,549.78
Special CAGIT Distribution	\$0.00	\$98,549.78		
Interest Earned	\$0.00	\$0.00		
STATE TECHNOLOGY FUND GRANT FUND:-.....			\$0.00	\$0.00
CAPITAL PROJECTS FUND:			\$695.10	\$33,303.45
Interest Earned	\$695.10	\$2,322.51		
Property Tax	\$0.00	\$23,548.16		
License Excise Tax	\$0.00	\$7,432.78		
Financial Institution Tax	\$0.00	\$0.00		
CVET(Commercial Vehicle Excise)	\$0.00	\$0.00		
HOST/HOSPITALITY FUND:-.....			\$0.00	\$0.00
LEVY EXCESS FUND:-.....			\$0.00	\$84,309.00
SLES TAX:-.....			\$5.24	\$11.18
INSTRUCTION FUND: (Interest Earned).....			\$156.59	\$585.46
CASH CHANGE FUND			\$0.00	\$0.00
SUB-TOTAL (page 1).....			\$156,834.48	\$566,148.67

WITHHOLDING ACCOUNT FUNDS:

			\$25,684.15	\$82,117.54
FIT Tax Collected	\$4,748.97	\$18,204.21		
FICA Collected	\$5,988.28	\$18,434.60		
State Tax Collected	\$2,841.75	\$8,716.99		
County Tax Collected	\$2,048.27	\$6,315.58		
Deferred Comp Plan	\$2,570.00	\$7,683.25		
Pre-tax Insurance Plans	\$2,219.41	\$6,658.23		
Life Insurance	\$135.80	\$417.40		
PERF	\$2,148.42	\$6,596.32		
Garnishments	\$0.00	\$0.00		
Credit Union	\$2,983.25	\$9,090.96		
EIC	\$0.00	\$0.00		
Repayment	\$0.00	\$0.00		
TOTAL RECEIPTS - ALL FUNDS.....			\$182,518.63	\$648,266.21

Voucher List**Jasper County Public Library****Report Date: From 4/1/2009 To 4/13/2009**

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
0	251	IRS USA TAXPAYMENT	4/2/2009	Underpayment of FICA tax w/held 25 March 09, Ref #00503045	\$180.00
28168	252	ALLIED WASTE SERVICES #71	4/10/2009	Trash Service @Wh. Lib, April 2009	\$49.14
28169	253	ANTHEM BLUE CROSS BLUE S	4/10/2009	Health Insurance Premium-April - 17 employees	\$8,044.71
28170	254	ANTHEM LIFE	4/10/2009	Life Ins Premium-April	\$91.94
28171	255	EDWARD YOUNG	4/10/2009	Courier Mileage, 3/16/09-3/31/09	\$396.00
28172	256	FIRST TRUST CREDIT UNION	4/10/2009	Direct Deposits w/held from 10 April 09 Payroll-5 participants	\$1,370.26
28173	257	GREAT-WEST RETIREMENT S	4/10/2009	Annuity Contributions from 10 APRIL 09 Payroll - 8 participants	\$1,285.00
28174	259	INDIANA LIBRARY FEDERATIO	4/10/2009	ILF District One Conference Registration-Poortenga, Thompson, Kooy	\$80.00
0	260	IRS USA TAXPAYMENT	4/13/2009	FICA & Federal Taxes w/held 10 April 09, Ref #00318126	\$9,370.07
28175	261	OED OFFICE OF ENERGY & DE	4/10/2009	1st Qtr Pymt PFEOP Loan of 2002	\$2,402.97
28176	262	TOWN OF DEMOTTE	4/10/2009	Sewer Service-DeM, February 2009	\$85.53
28177	263	TOWN OF WHEATFIELD SEW	4/10/2009	Sewer services @ Wh. Lib, April 2009	\$56.65
0	264	PAYROLL	4/10/2009	PAYROLL	\$44,497.50
28178	265	AMSTERDAM	4/13/2009	Pens	\$198.09
28179	266	BAKER & DANIELS, LLP	4/13/2009	Registration for FMLA seminar-Tobias	\$150.00
28180	267	BAKER & TAYLOR	4/13/2009	Books, A-V, Gift Fund Books, Continuations	\$8,202.73
28181	268	BAKER & TAYLOR ENTERTAIN	4/13/2009	DVDs	\$394.02
28182	269	BLUETARP FINANCIAL, INC	4/13/2009	Floor Stripper, ret'd floor shaver blades	\$49.67
28183	270	BRENDA THOMPSON	4/13/2009	Mileage: Manual Review, Grant Workshop, Mgmt Workshop	\$181.88
28184	271	CAPITAL ONE BANK (USA), NA	4/13/2009	Staff recognition, Expenses at CiL conference, Expenses for Book 2 Bridges, Expenses for Supervisory Workshop, Binders, Page ups, Books	\$1,750.95
28185	272	CAROLYNN DeVRIES	4/13/2009	Mileage: Counterparts meeting	\$28.60
28186	273	CARRIAGE PAPER PRODUCTS	4/13/2009	Circulation Receipt Paper and Cartridges	\$425.54
28187	274	CENTRAL STATES SALES CO	4/13/2009	Light Bulbs	\$70.85
28188	275	CULLIGAN OF KOUTS	4/13/2009	Water Cooler Rental and Water-Wh. Lib.	\$46.40
28189	276	DEMCO	4/13/2009	Laminate, Category cards, Processing Rounds Labels, Book pockets, Paper Labels, Toughtote bag, Reversible Oak Chalkboard	\$576.43
28190	277	DEPARTMENT OF HOMELAND	4/13/2009	Inspection/Reinspection of New Boilers - DeMotte Lib.	\$110.00
28191	278	DONNA DOTY	4/13/2009	Reimbursement for returned audiobook	\$38.95
28192	279	DOROTHY LOSLO	4/13/2009	Reimbursement for two returned books	\$32.90
28193	280	EDUCATION NETWORKS OF A	4/13/2009	Internet Connectivity- March 2009	\$930.00
28194	281	ELLISON EDUCATIONAL EQUI	4/13/2009	Cutting Pad	\$31.00
28195	282	EMILY DURAN	4/13/2009	Mileage: Readers Advisory	\$24.20
28196	283	EVELYN BRISTOL	4/13/2009	Gift Card for Teen Tech Week	\$25.00
28197	284	FASE'S WATER TREATMENT &	4/13/2009	RedOut-4 bags @ DeM. Lib.	\$48.00
28198	285	FLEX-PAC INC	4/13/2009	Trash Liners	\$28.60
28199	286	GA FOODS GROUP	4/13/2009	Expenses for Tuesday night movies and 3rd Thursday	\$20.71
28200	287	GAIL JUNG	4/13/2009	Mileage: Bank Deposits, Pick up batteries, Post office, Mgmt meeting	\$30.25
28201	288	GAIL JUNG	4/13/2009	Petty Cash: Postage, Batteries, Screws/Hardware	\$34.62
28202	289	GALE	4/13/2009	Books & OnLine Opposing Viewpoints Research Center Subscription, 2/27/09-5/26/10	\$1,652.69
28203	290	HEARTLAND AG-BUSINESS G	4/13/2009	Books	\$60.00
28204	291	HP PRODUCTS CORP.	4/13/2009	Vacuum parts: elec.cord, brushes, bags	\$80.26
28205	292	HIGHSMITH CO. INC.	4/13/2009	Lobby Announcement Boards-Rens	\$167.13

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
28206	293	INCOLSA	4/13/2009	Registration Fees for Supervisory Skills Wksp: Thompson, Kooy, Portenga, and Douthit, Membership Fees	\$557.50
28207	294	INDIANA DEPT. OF WORKFOR	4/13/2009	Unemployment Compensation, 1st quarter 2009	\$2,315.94
28208	295	INDIANA INSURANCE COMPA	4/13/2009	Semi-Annual Insurance Pymt, Bldg & Worker's Comp, 4/16/09-10/16/09	\$11,100.00
28209	296	FACTS ON FILE	4/13/2009	Business and Personal Forms Updates	\$346.68
28210	297	INGRAM	4/13/2009	Books	\$10.24
28264	298	INTELLIGENT CLEANING SYST	4/13/2009	Multifold towels and Jumbo TP, ret'd cs Kleenex	\$287.32
28212	299	INSPIRATIONAL DISTRIBUTOR	4/13/2009	Books	\$64.61
28213	300	INDIANA UNIVERSITY PRESS	4/13/2009	Book	\$52.50
28214	301	JACKSON COUNTY PUBLIC LI	4/13/2009	Reimbursement for damaged book to ILL	\$19.48
28215	302	JAN WAY COMPANY	4/13/2009	Imprinted Key Ring Coin Purses	\$201.50
28216	303	JASPER COUNTY HOSPITAL	4/13/2009	DeM. Lib Water Testing, Coliform	\$17.00
28217	304	JENNIFER L. DOUTHIT	4/13/2009	Mileage: Librarian's Council Mtg, TLC User's Group Mtg, Mgmt Mtg, Incolsa Wksp, Collections Wksp	\$227.70
28218	305	JOSEPH ZELLON	4/13/2009	Mileage: Maintenance & recycle	\$48.40
28219	306	KARA MULVIHILL	4/13/2009	Mileage: Walking books, pick up popcorn for movie night, ASK committee	\$38.17
28220	307	KIM DELGER	4/13/2009	Mileage: Reader's Advisory Committee, Counterparts Mtg	\$60.50
28221	308	KONE, INC.	4/13/2009	2nd Qtr 2009 Elevator Mtnce Contract	\$450.51
28222	309	K.V.ELECTRIC	4/13/2009	Replace Parking Lot Bulb, Repair Light Sockets on 2 Fixtures	\$389.30
28223	310	LINDA POORTENGA	4/13/2009	Program Supplies, Book from Local Author. Mileage: Librarian's Council, TLC Users group, B2B Mtg, Incolsa Wksp	\$272.35
28224	311	LINDA THOMPSON	4/13/2009	Coffee cups, lids, and creamer, Books	\$114.07
28225	312	LINDA VANDERMOLLEN	4/13/2009	Reimbursement for playaway that was returned	\$54.99
28226	313	MELISSA J. WIDNER	4/13/2009	Mileage: SHRAB Conference, AWE conference	\$108.35
28227	314	MIDWEST TAPE	4/13/2009	DVDs	\$246.85
28228	315	NANCY PHILLIPS	4/13/2009	Fish Tank Bulb, Water for Tank	\$7.56
28229	316	NANETTE SPEACHT	4/13/2009	DVD and Books	\$59.48
28230	317	NAPPANEE PUBLIC LIBRARY	4/13/2009	NICCL dues	\$100.00
28231	318	NICOLE A. FULKERSON	4/13/2009	Spanish Tutor Services-DeMotte 5/16/09	\$25.00
28232	319	NIPSCO	4/13/2009	Utilities: Wh. Lib. 3/3/09-4/1/09	\$1,728.52
28233	320	NORTH AMERICAN ENTERPRI	4/13/2009	DVD shelves	\$379.90
28234	321	OFFICE DEPOT	4/13/2009	Binders and Report Covers	\$65.66
28235	322	PATTY STRINGFELLOW	4/13/2009	Director Mtg expenses, Indiana Champions Mtg expenses, Phone calls, Mileage: Council Mtg, Director's Mtg, Town Hall Mtg	\$143.05
28236	323	PEGGY WOODS	4/13/2009	Mileage: Post office return books, AV Shopping at Walmart	\$6.16
28237	324	PUBLIC EMPLOYEES' RETIRE	4/13/2009	1st Qtr 2009 PERF Annuity & Pension Contributions	\$23,734.39
28238	325	PHIL & SON, INC.	4/13/2009	Remove broken key from lock, reinstall and realign for use	\$216.50
28239	326	PNTA	4/13/2009	Face Paint	\$55.10
28240	327	POPULAR SUBSCRIPTION SE	4/13/2009	Magazine subscriptions	\$4,620.62
28241	328	PRECISION CONTROL SYSTE	4/13/2009	Repair leaking valves, Boiler locked out on sensor, repaired, Replaced valve and checked for leaks, recalibrated	\$2,045.07
28242	329	PREMIER WASTE & RECYCLIN	4/13/2009	Trash Service, 4/1/09-6/30/09 Demotte Lib.	\$150.00
28243	330	QUILL CORPORATION	4/13/2009	Drum, index cards, 3 ring binder, labels, labeler tape, 2 hole punch, round ring binder, 5 tab indexes, colored paper, rubber bands, paper, double sided tape, ruled pads, construction paper, stick notes, toner, ribbons, paper clips	\$689.46
28244	331	RECORDED BOOKS, LLC	4/13/2009	Replacement tapes and audio books	\$95.80
28245	332	RELIANCE LABEL SOLUTIONS,	4/13/2009	barcode labels	\$619.93
28263	333	ROEING CORPORATION	4/13/2009	1st Installment on 2009 Contract for Technical support, Final Installment on June/July '08 Contract, ARCserve Backup Windows for Microsoft	\$10,249.00
28247	334	S & S WORLDWIDE, INC	4/13/2009	Paints and Construction Paper	\$49.67

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	F6c Total
28248	335	SHEILA MAXWELL	4/13/2009	Postage, Counterparts expenses, CIL expenses, Mileage: Systems mtg, Install PC, Mgmt mtg, Auto Counterparts mtg, CIL	\$569.62
28249	336	SUE TOBIAS	4/13/2009	Mileage: Post office, Anthem Seminar, Bank	\$143.45
28250	337	TEAM SOFTWARE SOLUTION	4/13/2009	Public Web Browser Annual Renewal	\$125.00
28251	338	TECH LOGIC CORP	4/13/2009	Self check Maintenance	\$1,200.00
28252	339	THE TIMES	4/13/2009	Renew Subscription 4/27/09-4/27/10	\$221.00
28253	340	THOMSON HEALTHCARE DMS	4/13/2009	Shipping on the 2009 Physicians Desk Reference	\$38.85
28254	341	TYSEN'S COUNTRY GROCERY	4/13/2009	After school program expenses	\$18.67
28255	342	UNIQUE MANAGEMENT SERVI	4/13/2009	Initial & Secondary Collections-March 2009	\$350.13
28256	343	VISION SERVICE PLAN- (IN)	4/13/2009	Vision Premium-April 2009, 17 employees	\$154.10
28257	344	WALL STREET JOURNAL	4/13/2009	2 year renewal on Wall Street Journal for DeMotte	\$499.00
28258	345	WAL-MART COMMUNITY BRC	4/13/2009	DVD's, Books,Supplies for teen program, folders, sidewalk chalk, glue, staff recognition, card stock, batteries, bandaids, babywipes, paper	\$663.76
28259	346	WEST CIRCLE BOOKS	4/13/2009	Basic Legal Forms	\$164.78
28260	347	WORLD ALMANAC EDUCATIO	4/13/2009	World Almanac for Kids 2009	\$74.75
150185	348	GOODWIN FIRE EQUIPMENT, I	4/13/2009	7 Additional Fire Extinguishers - Wheatfield Construction Project	\$431.50
28261	349	EMBARQ	4/10/2009	Local Phone service, Rens, April 2009	\$140.42
28262	350	INDIANA STATE LIBRARY	4/10/2009	PLAC Card Sales, 1st Quarter 2009	\$30.00
28265	351	ST. JOHN PLUMBING, INC.	4/10/2009	Replace gasket on wall-hung toilet-Wh. Lib	\$281.07
Total Amount of Claims					\$150,430.17

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Wednesday, April 08, 2009

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 3 pages, and except for vouchers not allowed as show on the Register such vouchers are allowed in the total amount of \$150,430.17

Date this 13th day of April, 20 09.

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

MAY

Agenda
Jasper County Public Library
Board of Trustees Meeting
Monday, May 18, 2009, 5pm
Rensselaer Public Library

Executive Session: To discuss an employee job performance evaluation (IC 5-14-1.5-6.1).

Opening of Meeting

Moment of Silence

Approval of Consent Agenda & Consent Agenda Items

Action

Minutes of April Board Meeting
 Bills/Financial Reports
 Salary Ordinance Update (R 7)
 Policy Review (R 10)

General Business

DeMotte Library Roof Project (R 25)
 Director Salary 2010 (R 25)
 Advanced Tax Draw Resolution (R 25)
 Jasper County Art League Request (R 9; R 25)
 Budget Workshop (R 26)

Action
 Action
 Action
 Action
 Information

Director's Report (R 25-R 29)

Information

Items for Future Agendas

Public Forum

Adjournment

**Agenda
Jasper County Public Library
Board of Trustees Meeting
Monday, May 11, 2009, 7pm
Rensselaer Public Library**

Executive Session: To discuss an employee job performance evaluation
(IC 5-14-1.5-6.1).

Opening of Meeting

Moment of Silence

Approval of Consent Agenda & Consent Agenda Items Action

Minutes of April Board Meeting
Bills/Financial Reports
Salary Ordinance Update (R 7)
Policy Review (R 10)

General Business

DeMotte Library Roof Project (R 25)	Action
Director Salary 2010 (R 25)	Action
Advanced Tax Draw Resolution (R 25)	Action
Jasper County Art League Request (R 9; R 25)	Action
Budget Workshop (R 26)	Information

Director's Report (R 25-R 29)

Information

Items for Future Agendas

Public Forum

Adjournment

MINUTES
Jasper County Public Library Board of Trustees
7:00 PM

April 13, 2009
Rensselaer Library

Present: Jody Melton, Anne-Marie Egan, Susan Deardorff, Mari Anne Sayler, Timothy Schultz Jr., Natalie Waling. **Absent:** Joan Floyd. **Others Present:** Patricia Stringfellow, Gail Jung, Kent Mahnesmith, Harry L. Mohler, Sheila Maxwell, Jennifer Douthit, Stace Pickering.

Agenda & Consent Agenda Approval: A-M Egan moved, seconded by M. Sayler, to approve the March Board Meetings' minutes, monthly bills, and financial reports, updated Salary Ordinance, and IOLUG and Baker & Daniels FMLA Workshop approvals. Motion was unanimously approved.

Capital Projects Fund: With no one present at the public hearing portion of the meeting to offer any objection to the Library's Capital Projects Fund, A-M Egan moved, seconded by M. Sayler, to adopt the 2010-2012 Capital Projects plan and submit to the County Council for their approval. Motion passed. Our CPF Plan is on the Council's April 21, 2009 Meeting Agenda at 7:00 PM. P. Stringfellow, Library Director will present the plan. G. Jung, Business Manager, and board members, J. Melton, N. Waling, and tentatively S Deardorff will be in attendance to show support for the library's CPF plan.

Building Insurance: Stace Pickering with Consolidated Insurance presented an overview of our comprehensive building insurance policy. Contract requirements for JCPL Blanket Coverage (approximately ten million) are 90% of replacement costs. Some values increased where others were reduced from last year. It has been four years since coverage have been updated. If we did not make any changes, the library building insurance would increase \$270. The Inland Marine portion of our insurance covers our electronic data processing equipment (computer) and civil war memorabilia. Based on our latest Fixed Asset report coverage was increased to adequately cover this equipment. The cost to provide all of the updates including changes to buildings, property, general liability, equipment, extension of D&O, and workers comp, will be \$794 over the last year's premium. The total cost for coverage for the period of 4/16/09-4/15/10 will be \$22,200.

Technical Services Year-in-Review: J. Douthit recapped the events of the past year for the Technical Services Department. Record numbers of items were cataloged; subject heading cleanup enhanced our database; thousands of changes were made to many holding codes; and re-classifying of Rensselaer & Wheatfield CDs occurred, resulting in a more user-friendly call number system. We shifted responsibility for collections from T. S. to the business office and overdue notification to public services staff in 2008. Another change was to cease covering paperbacks with contact paper and instead affix wide tape to the spines, saving us time and money in the process. J. Douthit coordinated two TLC User meetings, conducted workshops for staff on collection procedures, and assisted in a presentation on the Milroy Digitization Project at the Spring IOLUG meeting and at ILF. With the addition of an 8-hr assistant we expect to reduce backlog and increase productivity in 2009. We started inventorying the juvenile collections in 2008 and this will be completed at all three branches this year. Inventorying helps us to clean-up the databases and allows us to keep tabs on our missing/theft rate that continues to be low for JCPL. In September we will be getting a major TLC upgrade with a new interface for staff to learn. Updating and creating new procedures will be a priority this year. As we begin to develop a new Long Range Plan, we will need to think how to catalog for future technologies (Blu-ray for instance) and how to implement these changes.

System Administrator Annual Report: We replaced 3 faulty 11-yr old UPSs this past year. New 1000mb switches replaced the old 100 megabit ones now allowing for all data to run through these far faster and with better communication between devices. We replaced our old Internet filtering software with a far better product called Cymphonix that also allows for Internet bandwidth shaping. Our domain name was changed to a shorter, easier-to-remember name, myjcpl.org. A third T-1 line was installed providing us with the additional bandwidth needed since the first two lines would often max out in the late afternoon and early evening hours. Staff is using the Intranet on a more regular basis to find procedures, policies, forms, etc. New documents are continually being added as staff requests them. Self-service documents are continually added to our helpdesk website. Some of these are screencasts that help employees who are visual learners. We upgraded all of our pc's with MS Office 2007. We replaced 20 old pc's mostly from 2003 with 2007 models. A Roeing technician comes weekly, rotating between the public service departments and tech services department, assisting with computer hardware/software matters. Every year we apply for USF discounts. We normally qualify for a 60-70% discount that is determined by the number of free/reduced lunches in area schools. We will be replacing more pc's in 2009 that were purchased in 2004 and laptops from the mobile lab that we've had since 2005. We are replacing our firewall that protects our network from external internet threats. The current firewall has reached its 'end of life' (no technical support). S. Maxwell kept abreast of new and improved technologies through her participation and/or attendance at CIL, Automation Counterparts, Webinars, and ENA Leadership team. She was also a presenter for the Milroy Digitization Project at the Spring IOLUG Meeting and ILF.

7/1/2008-6/30/2011 Technology Plan: The plan is annually updated and revised to reflect patron needs, legislative requirements, industry trends, clarifications, statistics, budgets, etc. J. Melton moved, seconded by A-M Egan, to accept and approve the revisions to the Technology Plan. Motion passed. Director will send revised plan to the State Library for their review.

Personnel Policy: The Board Policy Committee reviewed changes to the personnel policy and submitted them to the board. Most edits were for clarification, due to employment law requirements/legal recommendations, and due to other board action that necessitated a change in this policy. At the March board meeting J. Floyd requested that the sentence relating to compression adjustments be omitted from the Personnel Policy at time of review. Board wanted to put this particular matter to a vote. A-M Egan moved, seconded by M. Sayler, to retain the phrase, *Compression adjustments will be applied to the salary schedule in accordance with federally mandated minimum wage increases* under section 7. Salary Schedule. Motion passed 5-1 with T. Schultz casting the nay vote.

A short discussion ensued regarding the removal of the maximums in the Salary Schedule, which was another suggested revision. Employees reaching the maximum do not receive the same pay increases as other employees because of the cap. On a motion by J. Melton the board approved to accept the personnel policy as revised, which included eliminating maximums (with the exception of the elimination of the compression adjustment phrase, which was retained in a separate vote). A-M Egan seconded. Motion passed 3-2 with T. Schultz and N. Waling casting nay votes.

Additional Appropriation: J. Melton moved, seconded by A-M Egan, to seek an additional appropriation of \$150,000 from Rainy Day Fund. Motion was unanimous. The Certified Copy of Additional Appropriation will be sent immediately to DLGF for approval. Turnaround time is 15 days or less.

Emergency Contract: P. Stringfellow reported the 2009 budget was approved last week. This is considerably earlier than in the past two years. The board has the option to move forward with

an emergency contract allowing the library to request quotes from two or more known persons dealing with a public works project or going through the normal channels of seeking bids through a legal advertisement as prescribed by SBA. On a motion by J. Melton, the board agreed to seek bids in the regular manner for the DeMotte roof. Motion was seconded by A-M Egan. Motion was unanimous. H. Mohler will add a stipulation to the specifications to require bidders to attend a pre-bid meeting in order to be a qualified bidder. No other changes other than times and dates will be made. K. Mahnesmith will review the specifications before being advertised. Upon approval of the additional appropriation, the legal ad will be placed in the KV Post and Rens. Republican.

Advance Draw Resolution: In an effort to receive any property tax monies collected as they become available, M. Saylor made a motion that we request an advanced draw of property taxes collected payable 30 days after submitting the signed resolution. A-M Egan seconded the motion. Motion was unanimous.

Director Evaluation: Board members were asked to send their evaluation of P. Stringfellow, Library Director, in the self-addressed envelope provided to S. Deardorff by May 1.

Trustee Term: The board acknowledged and thanked A-M Egan for her faithful service to JCPL as library trustee for the past 16 years. Her dedication to serving the citizens of Jasper County is commendable and very much appreciated. A-M Egan's 4th and final term expires May 9, 2009.

Rensselaer Carpet Project: We have selected a carpet design that will be used to replace the defective carpet in the workroom. P. Stringfellow had the interior designer who wrote the original specs for the Rensselaer carpet project assess the chosen design to ensure it was of good quality. The findings revealed that the chosen design is equal to or better than what we had; should hold up better; has new stain technology for stain protection; and will be easier to clean. Carpet will have to be special ordered which could take up to 6 weeks. Install will likely occur in July to avoid the busy month of June, considering Summer Reading activities.

DeMotte Boiler Inspection: Both boilers have now been inspected, re-inspected and approved by the state inspector. We are waiting on confirming paperwork to arrive from the State of Indiana.

Jasper Foundation: We learned that there will be no distributions this year due to market conditions.

Tree City USA: Rensselaer was cited as a city that has met the standards by the National Arbor Day Foundation. As a result, the library was awarded an assortment of 16 book selections to add to our collection. A formal presentation and photo op occurred on April 13 at the Library.

Adjournment: With no further matters for discussion, A-M Egan moved to adjourn at 8:33 PM.


Jody Melton, Secretary


Attest: Susan Deardorff, President

CIRCULATION BY HOLDINGS CODE

April 2009

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
Award Winner JBIO (DAJBIO)	0	0	0	0
Award Winner JE (DAJE)	0	0	0	0
Award Winner JFIC (DAJFIC)	1	1	0	2
Award Winner JNF (DAJNF)	0	0	0	0
Award Winner JPFIC (DAJBPF)	0	0	0	0
Award Winning fiction (DAWFIC)	27	2	1	30
Award Winning non-fiction (DAWNF)	1	0	0	1
Award Winner YAFIC (DAYAF)	0	0	0	0
Award Winner YAPFIC (DAYPBF)	0	0	0	0
Biography (DBIO)	59	6	0	65
Books on CD (DBKCD)	97	0	3	100
Books on Tape (DBKT)	12	1	0	13
Compact Disc (DCD)	667	14	5	686
Digital Audiobooks (DDA)	3	0	0	3
DVD (DDVD)	1713	26	9	1748
Equipment (DEQP)	228	0	9	237
See librarian (DERR)	0	0	0	0
Express Book (DEXP)	28	0	0	28
Fiction (DFIC)	758	46	19	823
Fiction Fantasy (DFICF)	20	1	0	21
Fiction Mystery (DFICM)	99	5	2	106
Fiction New (DFICNEW)	550	15	20	585
Fiction Science Fiction (DFICSF)	17	0	0	17
Fiction Western (DFICW)	41	0	0	41
Genealogy (DGENE)	0	0	0	0
Genealogy Mag (DGMAG)	0	0	0	0
Graphic Novels (DGN)	31	0	0	31
Hanging Bags (DHANG)	29	1	0	30
ILL (DILL)	47	11	1	59
Internet (DINTER)	1514	0	0	1514
Juv. Audio book (DJAUDB)	11	0	0	11
Juv. Biography (DJBIO)	25	5	0	30
Juv. Book on CD (DJBKCD)	0	0	0	0
Juv. Book on Tape (DJBKT)	0	0	0	0
Juv. Compact Disc (DJCD)	68	0	0	68
Juvenile Easy (DJE)	579	29	2	610
Juv. Easy Non-fiction (DJENF)	72	2	0	74
Juv. Easy Reader (DJER)	264	16	2	282
Juv. Fiction (DJFIC)	435	18	5	458
Juv. Holiday books (DJHOL)	31	5	0	36
Juv. Magazine (DJMAG)	36	0	0	36
Juv. Music Cassette (DJMC)	0	0	0	0
Juv. Nonfiction (DJNF)	459	18	10	487
Juv. Nonfic Text Bk (DJNFTB)	0	0	0	0
Juv. Paperback fic (DJPBF)	0	0	0	0
Juv. Professional Coll. (DJPRO)	0	0	0	0
Juv. Reference (DJREF)	0	0	0	0
Juv. Toddler (DJTOD)	136	0	0	136
Large Print Fiction (DLPF)	118	7	1	126

Large Print Nonfic (DLPNF)	3	1	1	5
Magazine (DMAG)	858	0	17	875
Music Cassette (DMCAS)	0	0	0	0
Nonfiction 000 (DNF000)	13	5	0	18
Nonfiction 100 (DNF100)	24	1	0	25
Nonfiction 200 (DNF200)	35	3	0	38
Nonfiction 300 (DNF300)	93	13	0	106
Nonfiction 400 (DNF400)	5	0	0	5
Nonfiction 500 (DNF500)	19	3	0	22
Nonfiction 600 (DNF600)	286	12	22	320
Nonfiction 700 (DNF700)	122	2	2	126
Nonfiction 800 (DNF800)	23	1	1	25
Nonfiction 900 (DNF900)	77	6	2	85
Nonfiction DVD (DNFDVD)	41	1	2	44
Nonfiction (DNFIC)	1	0	0	1
Nonfiction New (DNFNEW)	102	14	4	120
Nonfiction VHS (DNFVHS)	16	1	1	18
Oversize (DOVER)	1	0	0	1
Professional Coll. (DPROF)	0	0	0	0
Parent Shelf Juv. Fic (DPSJFic)	0	0	0	0
Parent Shelf Juv. NF (DPSJNF)	14	1	0	15
Reference (DREF)	1	0	0	1
Ref. Magazine (DRMAG)	0	0	0	0
Reference Software (DRSW)	0	0	0	0
Spanish Collection (DSPA)	16	0	0	16
Software (DSWAR)	82	1	4	87
Vertical File (DVF)	4	0	0	4
VHS (DVHS)	257	6	0	263
YA Audio book (DYAUSB)	5	0	1	6
YA Biography (DYAB)	2	0	0	2
YA Books on CD (DYABKCD)	0	0	0	0
YA Books on Tape (DYABKT)	0	0	0	0
YA Fiction (DYAF)	249	9	14	272
YA Nonfiction (DYANF)	12	1	0	13
YA Paperback Fic (DYAPBF)	0	0	0	0
Storage (DZSTO)	5	0	2	7
Award Winner JBIO (RAJBIO)	0	0	0	0
Award Winner JE (RAJE)	0	0	0	0
Award Winner JFIC (RAJFIC)	0	0	0	0
Biography (RBIO)	2	40	0	42
Books on CD (RBKCD)	7	161	2	170
Books on Tape (RBKT)	0	27	0	27
Compact Disc (RCD)	27	471	5	503
Digital Audiobooks (RDA)	0	1	0	1
DVD (RDVD)	16	2565	7	2588
Equipment (REQP)	0	72	0	72
See librarian (RERR)	0	0	0	0
Express Book (REXP)	2	59	0	61
Fiction (RFIC)	39	879	9	927
Fiction New (RFICNEW)	11	429	11	451
Genealogy (RGENE)	0	0	0	0
Genealogy Mag (RGMAG)	0	1	0	1
Gen. Milroy Coll (RGMIL)	0	0	0	0
Graphic Novels (RGN)	0	62	0	62

Hanging Bag (RHANG)	0	23	0	23
ILL (RILL)	0	56	0	56
Internet (RINTER)	0	2455	0	2455
Juv. Audio book (RJAUDB)	1	15	0	16
Juv. Biography (RJBIO)	0	25	0	25
Juv. Book on CD (RJBKCD)	0	0	0	0
Juv. Book on Tape (RJBKT)	0	0	0	0
Juv. Compact Disc (RJCD)	2	25	0	27
Juvenile Easy (RJE)	6	861	7	874
Juv. Easy Non-fiction (RJENF)	0	71	0	71
Juv. Easy Reader (RJER)	2	375	0	377
Juv. Fiction (RJFIC)	16	431	5	452
Juv. Magazine (RJMAG)	0	17	0	17
Juv. Music Cassette (RJMC)	0	0	0	0
Juv. Nonfiction (RJNF)	14	632	8	654
Juv. Paperback fic (RJPBF)	0	0	0	0
Juv. Professional Coll. (RJPRO)	0	0	0	0
Juv. Reference (RJREF)	0	1	0	1
Juv. Toddler (RJTOD)	2	183	0	185
Large Print Fiction (RLPF)	2	176	3	181
Large Print Nonfic (RLPNF)	1	6	0	7
Magazine (RMAG)	0	404	8	412
Music Cassette (RMCAS)	0	0	0	0
Non-Fiction 000 (RNF000)	0	16	0	16
Non-Fiction 100 (RNF100)	1	27	0	28
Non-Fiction 200 (RNF200)	5	40	0	45
Non-Fiction 300 (RNF300)	10	125	1	136
Non-Fiction 400 (RNF400)	0	7	0	7
Non-Fiction 500 (RNF500)	1	60	0	61
Non-Fiction 600 (RNF600)	14	287	13	314
Non-Fiction 700 (RNF700)	12	81	6	99
Non-Fiction 800 (RNF800)	0	42	1	43
Non-Fiction 900 (RNF900)	4	91	0	95
Nonfiction DVD (RNFDVD)	0	122	1	123
Nonfiction (RNFIC)	0	0	0	0
Nonfiction new (RNFNEW)	7	171	6	184
Nonfiction VHS (RNFVHS)	4	39	0	43
Oversize (ROVER)	0	0	0	0
Professional Coll. (RPRO)	0	0	0	0
Reference (REF)	0	0	0	0
Reference Business (RREFB)	0	0	0	0
Ref. Magazine (RRMAG)	0	0	0	0
Ready Reference (RRR)	0	0	0	0
Reference Software (RRSW)	0	0	0	0
Spanish Collection (RSPA)	0	24	0	24
Software (RSWAR)	2	82	0	84
Vertical File (RVF)	0	7	0	7
VHS (RVHS)	2	149	4	155
YA Audio book (RYAUDB)	1	12	1	14
YA Biography (RYAB)	0	1	0	1
YA Books on CD (RYABKCD)	0	0	0	0
YA Books on Tape (RYABKT)	0	0	0	0
YA Fiction (RYAF)	8	225	7	240
YA Nonfiction (RYANF)	2	40	0	42
YA Paperback Fic (RYAPBF)	0	0	0	0

Storage (RZSTO)	0	0	0	0
Award Winner JE (WAJE)	0	0	0	0
Biography (WBIO)	0	3	35	38
Books on CD (WBKCD)	11	2	149	162
Books on Tape (WBKT)	0	1	11	12
Compact Disc (WCD)	23	12	396	431
Digital Audiobooks (WDA)	0	0	3	3
DVD (WDVD)	13	17	1558	1588
Equipment (WEQP)	0	0	81	81
See librarian (WERR)	0	0	0	0
Express Book (WEXP)	0	0	38	38
Fiction (WFIC)	67	42	437	546
Fiction Fantasy (WFICF)	2	0	14	16
Fiction Mystery (WFICM)	7	3	86	96
Fiction New (WFICNEW)	29	18	336	383
Fiction Science Fiction (WFICSF)	1	0	2	3
Fiction Western (WFICW)	0	0	10	10
Genealogy (WGENE)	0	0	0	0
Genealogy Mag (WGMAG)	0	0	0	0
Graphic Novels (WGN)	0	0	8	8
Hanging Bags (WHANG)	1	1	7	9
ILL (WILL)	0	2	49	51
Internet (WINTER)	0	0	1089	1089
Juv. Audio book (WJAUDB)	3	2	20	25
Juv. Biography (WJBIO)	0	1	8	9
Juv. Book on CD (WJBKCD)	0	0	0	0
Juv. Book on Tape (WJBKT)	0	0	0	0
Juv. Compact Disc (WJCD)	1	3	33	37
Juvenile Easy (WJE)	12	13	498	523
Juv. Easy Non-fiction (WJENF)	7	1	78	86
Juv. Easy Reader (WJER)	4	6	214	224
Juv. Fiction (WJFIC)	28	11	253	292
Juv. Magazine (WJMAG)	6	0	28	34
Juv. Music Cassette (WJMC)	0	0	0	0
Juv. Nonfiction (WJNF)	25	11	255	291
Juv. Paperback fic (WJPBF)	0	0	0	0
Juv. Professional Coll. (WJPRO)	0	0	0	0
Juv. Reference (WJREF)	0	0	1	1
Juv. Toddler (WJTOD)	0	9	117	126
Large Print Fiction (WLPF)	4	7	58	69
Large Print Nonfic (WLPNF)	1	1	8	10
Magazine (WMAG)	10	19	416	445
Non-Fiction 000 (WNF000)	2	2	8	12
Non-Fiction 100 (WNF100)	3	2	5	10
Non-Fiction 200 (WNF200)	2	3	18	23
Non-Fiction 300 (WNF300)	6	1	38	45
Non-Fiction 400 (WNF400)	0	0	1	1
Non-Fiction 500 (WNF500)	0	0	9	9
Non-Fiction 600 (WNF600)	20	16	198	234
Non-Fiction 700 (WNF700)	6	4	49	59
Non-Fiction 800 (WNF800)	0	0	6	6
Non-Fiction 900 (WNF900)	2	1	44	47
Nonfiction DVD (WNFDVD)	1	0	60	61
Nonfiction (WNFIC)	0	0	0	0

Nonfiction New (WNFNEW)	12	15	62	89
Nonfiction VHS (WNFVHS)	0	0	13	13
Professional Coll. (WPROF)	0	0	0	0
Parent Shelf Juv. Fic (WPJF)	0	0	0	0
Parent Shelf Juv. NF (WPSJNF)	0	0	0	0
Reference (WREF)	0	0	0	0
Ref. Magazine (WRMAG)	0	0	0	0
Reference Software (WRSWAR)	0	0	0	0
Spanish Collection (WSPA)	0	0	4	4
Software (WSWAR)	3	0	47	50
Vertical File (WVF)	0	0	3	3
VHS (WVHS)	2	4	129	135
YA Audio book (WYAUDB)	1	0	3	4
YA Biography (WYAB)	0	0	1	1
YA Books on CD (WYABKCD)	0	0	3	3
YA Books on Tape (WYABKT)	0	0	0	0
YA Fiction (WYAF)	30	14	220	264
YA Nonfiction (WYANF)	6	1	28	35
YA Paperback Fic (WYAPBF)	0	0	0	0
Storage (WZSTO)	0	0	1	1
TOTAL	11116	12729	7513	31358

CIRCULATION BY HOLDINGS CODE
April 2009

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
Award Winner JBIO (AJBIO)	0	0	0	0
Award Winner JE (AJE)	0	0	0	0
Award Winner JFIC (AJFIC)	1	1	0	2
Award Winner JNF (AJNF)	0	0	0	0
Award Winner JPFIC (AJPF)	0	0	0	0
Award Winning fiction (AWFIC)	27	2	1	30
Award Winning non-fiction (AWNFI)	1	0	0	1
Award Winner YAFIC (AYAF)	0	0	0	0
Award Winner YAPFIC (YAYPBF)	0	0	0	0
Biography (BIO)	61	49	35	145
Books on CD (BKCD)	115	163	154	432
Books on Tape (BKT)	12	29	11	52
Compact Disc (CD)	717	497	406	1620
Digital Audiobooks (DA)	3	1	3	7
DVD (DVD)	1742	2608	1574	5924
Equipment (EQP)	228	72	90	390
See librarian (ERR)	0	0	0	0
Express Book (EXP)	30	59	38	127
Fiction (FIC)	864	967	465	2296
Fiction Fantasy (FICF)	22	1	14	37
Fiction Mystery (FICM)	106	8	88	202
Fiction New (FICNEW)	590	462	367	1419
Fiction Science Fiction (FICSF)	18	0	2	20
Fiction Western (FICW)	41	0	10	51
Genealogy (GENE)	0	0	0	0
Genealogy Mag (GMAG)	0	1	0	1
Gen. Milroy Coll (GMIL)	0	0	0	0

Graphic Novels (GN)	31	62	8	101
Hanging Bags (HANG)	30	25	7	62
ILL (ILL)	47	69	50	166
Internet (INTR)	1514	2455	1089	5058
Juv. Audio book (JAUDB)	15	17	20	52
Juv. Biography (JBIO)	25	31	8	64
Juv. Book on CD (JBCD)	0	0	0	0
Juv. Book on Tape (JBKT)	0	0	0	0
Juv. Compact Disc (JCD)	71	28	33	132
Juvenile Easy (JE)	597	903	507	2007
Juv. Easy Non-Fiction (JENF)	79	74	78	231
Juv. Easy Reader (JER)	270	397	216	883
Juv. Fiction (JFIC)	479	460	263	1202
Juv. Holiday (JHOL)	31	5	0	36
Juv. Magazine (JMAG)	42	17	28	87
Juv. Music Cassette (JMC)	0	0	0	0
Juv. Nonfiction (JNF)	498	661	273	1432
Juv. Nonfic Text Bk (JNFT)	0	0	0	0
Juv. Paperback fic (JPBF)	0	0	0	0
Juv. Professional Coll. (JPRO)	0	0	0	0
Juv. Reference (JREF)	0	1	1	2
Juv. Toddler (JTOD)	138	192	117	447
Large Print Fiction (LPF)	124	190	62	376
Large Print Nonfic (LPNF)	5	8	9	22
Magazine (MAG)	868	423	441	1732
Music Cassette (MCAS)	0	0	0	0
Non-Fiction 000 (NF000)	15	23	8	46
Non-Fiction 100 (NF100)	28	30	5	63
Non-Fiction 200 (NF200)	42	46	18	106
Non-Fiction 300 (NF300)	109	139	39	287
Non-Fiction 400 (NF400)	5	7	1	13
Non-Fiction 500 (NF500)	20	63	9	92
Non-Fiction 600 (NF600)	320	315	233	868
Non-Fiction 700 (NF700)	140	87	57	284
Non-Fiction 800 (NF800)	23	43	8	74
Non-Fiction 900 (NF900)	83	98	46	227
Non-Fiction DVD (NFDVD)	42	123	63	228
Nonfiction (NFIC)	1	0	0	1
Nonfiction New (NFNEW)	121	200	72	393
Nonfiction VHS (NFVH)	20	40	14	74
Oversize (OVER)	1	0	0	1
Professional Coll. (PROF)	0	0	0	0
Parent Shelf Juv. Fic (PJF)	0	0	0	0
Parent Shelf Juv. NF (PSJNF)	14	1	0	15
Reference (REF)	58	56	51	165
Reference Business (REFB)	0	0	0	0
Ref. Magazine (RMAG)	0	0	0	0
Ready Reference (RRR)	0	0	0	0
Reference Software (RSWAR)	0	0	0	0
Spanish Collection (SPA)	16	24	4	44
Software (SWAR)	87	83	51	221
Vertical File (VF)	4	7	6	17
VHS	261	159	133	553
YA Audio book (YAUDB)	7	12	5	24
YA Biography (YAB)	2	1	1	4

YA Books on CD (YABKCD)	0	0	3	3
YA Books on Tape (YABKT)	0	0	0	0
YA Fiction (YAF)	287	248	241	776
YA Nonfiction (YANF)	20	42	28	90
YA Paperback Fic (YAPBF)	0	0	0	0
Storage (ZSTO)	5	0	3	8
				0
Free reads	251	496	95	842
Games/Puzzles	1	10	0	11
Talking books	0	0	0	0
Assignment Shelf Books	0	0	0	0
TOTAL	11425	13291	7662	32378

	DeMotte	Rensselaer	Wheatfield	
ADULT BOOKS				
Fiction	2051	2183	1144	5378
Nonfiction	1095	1257	645	2997
CHILDREN'S BOOKS				
Fiction	1512	1955	1104	4571
Nonfiction	648	773	360	1781
YA BOOKS				
Fiction	318	310	249	877
Nonfiction	22	43	29	94
Magazines, Adult	868	424	441	1733
Magazines, Children	42	17	28	87
Sound Recordings, adult	854	702	582	2138
Sound Recordings, ch	116	70	60	246
Online databases	0	0	0	0
Software	87	83	51	221
Vertical file	4	7	6	17
VHS/DVD	2065	2930	1784	6779
Equipment	228	72	90	390
Total	9910	10826	6573	27309
A-V Circulation	3122	3785	2477	9384
A-V Circulation as % of total	31.5%	35.0%	37.7%	34.4%

April 2009

END OF MONTH:	DEMOTTE	RENSSELAER	WHEATFIELD
Total Materials Owned	66,991	57,525	43,397
Circulation Increase/Decrease	13.1%	-0.7%	1.8%
XXXXXXXXXXXXX XXX XXXXXXXXXXXXX			
MONTHLY SYSTEM STATISTICS	2008	2009	% change
Current month's Circulation	26,127	27,309	4.5%
Jan. to date circulation	103,061	114,219	10.8%

DEMOTTE COLLECTION		RENSSELAER COLLECTION		WHEATFIELD COLLECTION	
Start of Month	End of Month	Start of Month	End of Month	Start of Month	End of Month
Volumes	Volumes	Volumes	Volumes	Volumes	Volumes
					ADULT BOOKS
18,041	18,160	11,418	11,376	12,063	12,152 Fiction
17,499	17,608	18,826	18,872	9,624	9,678 Nonfiction
					CHILDREN'S BKS
13,028	13,082	10,666	10,604	8,868	8,894 Fiction
8,960	8,895	5,627	5,694	4,873	4,880 Nonfiction
					YA BOOKS
2,132	2,139	2,156	2,174	1,798	1,810 Fiction
442	444	696	672	162	163 Nonfiction
					0 Magazines,Adult
					0 Magazines, Child
0	0	20	20	0	0 Games, Toys
2,496	2,508	2,980	2,998	2,808	2,824 Sound Rec/Adult
556	567	415	417	531	531 Sound Rec/Child
25	25	16	16	1	1 Online Databases
330	340	377	381	135	153 Software
3	3				0 Vertical Files
3,048	3,101	4,039	4,159	2,241	2,254 VHS/DVD
119	119	142	142	57	57 Equipment
66,679	66,991	57,378	57,525	43,161	43,397 TOTAL

JASPER COUNTY PUBLIC LIBRARY MONTHLY REPORT

April 2009

R5

	DeMotte		Rensselaer		Wheatfield		TOTAL	HOURS SPENT
	Hrs.		Hrs.		Hrs.			
INTRALIBRARY LOANS FILLED	226	49	182	39	328	71	736	159
LOCAL HISTORY								
In person	4	1	8	2	3	1	15	4
Letters written	1	1	20	20	0	0	21	21
IN-HOUSE USE - HARDWARE/SOFTWARE								
Internet use	1514	63	2455	102	1089	45	5058	211
Computer software used	226	19	257	21	196	16	679	57
VCR Use	0	0	0	0	1	0	1	0
Microforms	2	0	13	2	0	0	15	2
CD ROM/Online databases	180	15	416	35	180	15	776	65
Typewriter use	1	0	0	0	0	0	1	0
Other equipment used	0	0	0	0	0	0	0	0
OTHER LIBRARY SERVICES USED								
Outreach activities	44	44	8	5	0	0	52	35
Notarized documents	1	0	8	2	2	1	11	3
Meeting Room Use (no. of group)	41	14	61	20	39	13	141	47
Study room use	30	3	47	4	23	2	100	8
Proctoring	2	1	0	0	1	1	3	2
Tax Forms distributed	48	0	5	0	7	0	60	1
Pull Requests	0	0	0	0	0	0	0	0
IN-HOUSE USE ITEMS	95		272		144		511	
WIRELESS USE via patron owned pcs	51		191		74		316	
SELF-CHECKOUT USE	297		1117		546		1960	
INTERLIBRARY LOANS								
Requests made for:	77	19	65	16	49	12	191	48
Items rec'd for:	58	29	56	28	51	26	165	83
Items requested by other libraries	0		0		0		0	
Items supplied to other libraries	0	0	0	0	0	0	0	0

REGISTRATIONS

Total Borrowers	8020	8140	4427	20587
Non-resident, paying	1	3	0	4
PLAC card users	0	4	1	5
Reciprocal borrowers	405	384	87	876
Number of New Patrons Added	68	46	32	146
Number of Patron Cards Expired	4	0	2	6

PROGRAMS

	DeMotte	Rensselaer	Wheatfield	TOTAL	HOURS SPENT
	Hrs.	Hrs.	Hrs.		

Programs for all ages	3	18	4	24	0	0	7	42
Children's Programs (0-13)	2	12	20	120	9	54	31	186
Number attending	176		421		219		816	
YA Programs (14-17)	0	0	1	6	1	6	2	12
Number attending	31		15		29		75	
Adult Programs	6	36	6	36	1	6	13	78
Number attending	132		167		126		425	
Senior Citizen Programs	15	90	11	66	2	12	28	168
Number attending	151		188		18		357	
Total Number of Programs	26	156	42	252	13	78	81	486
Total Persons Attending	490		791		392		1673	
Total Attending Same Month Last	449		470		545		1464	
Total Staff Hours Spent		414		550		280	1245	1230
Total Number of In-House Program	15		33		11		59	
Total Attendance	339		324		243		906	
Total Number of Outreach Program	11		9		2		22	
Total Attendance	151		467		149		767	

CIRCULATION BY PATRON CODE

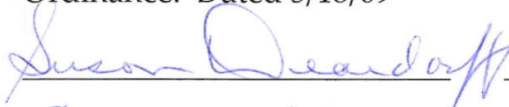
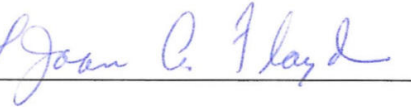
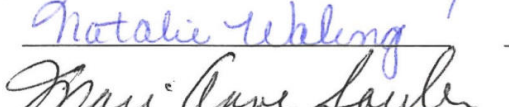
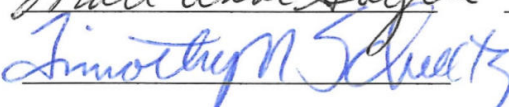
PATRONS	DeMotte		Rensselaer		Wheatfield		ALL LIBRARIES	
	Items Loaned	% of Total	Items Loaned	% of Total	Items Loaned	% of Total	Items Loaned	% of Total
Adult	6894	70.0%	6787	63.0%	4441	68.1%	18122	66.7%
Corporate	23	0.2%	72	0.7%	0	0.0%	95	0.3%
Juvenile 0-11	288	2.9%	651	6.0%	171	2.6%	1110	4.1%
Juvenile-AV	999	10.1%	1159	10.8%	681	10.4%	2839	10.5%
Nonresident No Fee	80	0.8%	134	1.2%	157	2.4%	371	1.4%
Nonresident Fee	0	0.0%	0	0.0%	0	0.0%	0	0.0%
PLAC (state library card)	0	0.0%	1	0.0%	0	0.0%	1	0.0%
Reciprocal Adult	449	4.6%	312	2.9%	113	1.7%	874	3.2%
Reciprocal Juvenile	1	0.0%	9	0.1%	0	0.0%	10	0.0%
Reciprocal Juvenile AV	61	0.6%	24	0.2%	0	0.0%	85	0.3%
Reciprocal YA	12	0.1%	0	0.0%	0	0.0%	12	0.0%
Reciprocal YA AV	2	0.0%	2	0.0%	1	0.0%	5	0.0%
School	0	0.0%	9	0.1%	0	0.0%	9	0.0%
School AV	0	0.0%	4	0.0%	0	0.0%	4	0.0%
St. Joseph College	4	0.0%	140	1.3%	0	0.0%	144	0.5%
Staff	512	5.2%	913	8.5%	651	10.0%	2076	7.6%
Walking books	121	1.2%	65	0.6%	5	0.1%	191	0.7%
YA 12-17	106	1.1%	75	0.7%	56	0.9%	237	3.6%
YA-AV	302	3.1%	424	3.9%	246	3.8%	972	3.6%
Total	9854		10781		6522		27157	
All items borrowed by nonresidents	609	6.2%	635	5.9%	271	4.2%	1515	5.6%

Salary Ordinance 2009
Updated 5/18/09

Name	Classification	Present Hrly Wage	Start Date	Hrs Worked	Library
Jean Lambert	Page	\$6.55	4/16/09	9	W

Jean Lambert has been hired as Wheatfield Page, replacing Connie Rice, who resigned from this position due to health reasons.

We have examined and approved the changes to the 2009 Jasper County Public Library Salary Ordinance. Dated 5/18/09


Resolution to Request Advance Draw

Whereas, it has been determined that the Jasper County Public Library needs additional funds to operate; therefore, we the Board of Trustees of the Jasper County Public Library do resolve to approve this request to the County Auditor and County Treasurer for 95% of all possible revenues received to date for the Library Operating Fund, Library Capital Projects Fund, and General Obligation Bond Fund to the Jasper County Public Library, payable 30 days from the date of this resolution.

ADOPTED THIS 18th DAY OF May, 2009.

NAY

AYE

Susan Deardoff
Natalie Welling
Mari Anne Layler
Timothy W. Schultz
Joan A. Floyd

ATTEST:

Secretary of the Jasper County Public Library Board

**Jasper County Art League
Rensselaer IN 47978**

April 6, 2009

Jasper County Public Library Administration
Patti Stringfellow, Director
Rensselaer Library Location
208 W Susan
Rensselaer IN 47978

Greetings to the Jasper County Public Library Administration:

I am writing to present an idea to you that we at Jasper County Art League are enthusiastically pursuing, to honor one of our members. Marie Courtright was a member of Art League since its early years. She was also well known for her love of books and was an avid reader.

Sadly, Marie passed away in August of last year. As a result, a flood of memorial donations have been offered in her name, with requests that the monies be used as her family deems appropriate. Marie's daughter, Carole Beaver, also a member of Art League, asked our organization to be involved in the decision-making process to best utilize the funds.

A Committee of Marie's peers thought that a sculpture could be created or perhaps a tree planted, either of which would be a lasting memorial for the whole community to enjoy. Jasper County Art League requests your approval for the memorial to be placed on the grounds of the Jasper County Public Library in Rensselaer.

Art League's first choice is to have a sculpture commissioned. We will arrange, after your approval of our plan, to send a call-out to artists and art groups throughout Jasper and surrounding counties for design submissions. To date, we have chosen the following requirements for the piece:

The project will be no larger than 5 feet across / in diameter
The height will be a maximum of 8 feet tall (including base)
Material used will be the artist's choice
Payment to the artist will not exceed \$1000

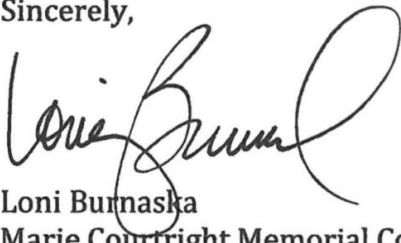
Artist candidates will be given a written synopsis of Marie's life, art and interests. We plan on allowing all respondents approximately one month to turn in their submissions, at which time a piece will be chosen which best represents Marie and her love of books and the arts.

We at Art League ask for your blessing for this important project, of either a sculpture or the planting of a tree. While either project is sure to memorialize a gifted and accomplished woman, a sculpture would also be a great addition to the culture base here in Rensselaer. It will have an aesthetic influence on our local population, visitors and students of all ages in Jasper County.

Please give our request your careful consideration and contact me with your decision at your earliest convenience. Our next meeting will be held on Thursday, April 16. By this time, we would be grateful to hear from you in the positive, so that we may move forward with this very enriching project.

If you have any questions, please contact me by phone or email, as listed below. Once again, my thanks are extended for your consideration of our request.

Sincerely,

A handwritten signature in black ink, appearing to read 'Loni Burnaska', with a large, flowing loop at the end.

Loni Burnaska
Marie Courtright Memorial Committee
Jasper County Art League
226 N Van Rensselaer St
Rensselaer IN 47978
(home) 219-866-5050
(cell) 765-409-6735
alandloni@embarqmail.com

FMLA/MILITARY LEAVE POLICY

LEAVES OF ABSENCE

Employees may not engage in other work while on leave (other than military or vacation leave), nor may they take part in non-work-related activities that are inconsistent with their qualifying reasons for any type of medical and/or FMLA or personal leave. Employees abusing leave may lose their entitlement to leave and will also be subject to discipline up to and including discharge.

A. Personal Leave Of Absence

At its discretion the Library may grant an unpaid personal leave of absence upon an employee's written request to the Director after the employee has used all earned vacation. A request for a leave of absence must clearly state the reason for the leave and the amount of time requested. Requests will be granted only for **urgent** and **exceptional** circumstances, and when the leave is appropriate based on Library workload, staffing, and other factors affecting feasibility of the leave. Personal leave cannot be used to extend an FMLA or a medical leave of absence. Personal leaves of absence will be granted in one-week increments and will not typically exceed 4 weeks during a rolling 12-month period. A "rolling" 12-month period is measured backward for each employee from the date he uses personal leave. **Note:** At its discretion, the Library may grant unpaid days off for part-time employees.

At the Library's discretion, upon written request to the Director made at least three working days before the expiration of the initial approved personal leave, a personal leave may be extended, but not beyond 6 weeks in a rolling 12-month period.

At the conclusion of a personal leave of absence, you will generally be restored to an equivalent position with equivalent benefits, pay, and other terms and conditions of employment, but the Library may reassign you based on its then current business and personnel needs. Failure to return to work at the end of a personal leave or the unavailability of a position caused by the elimination of your position or a layoff will result in the administrative termination of your employment.

B. Medical Leave Of Absence For Non-FMLA-Eligible Employees

If you are unable to work because of illness or injury (work-related or non-work-related) of more than five consecutive work days, you will be placed on a leave of absence. Absences due to illness or injury of five consecutive work days or less will be addressed under the attendance and paid time off policies.

For employees who have been employed continuously for 12 continuous weeks to one year, or are regularly scheduled to work fewer than 1,250 hours annually and, thus, typically are not FMLA eligible, medical leave may be renewed for successive periods up to a maximum of 4 weeks during a "rolling" 12-month period. This leave must be used in full-day increments. A "rolling" 12-month period is measured backward for each employee from the date the employee uses medical leave.

For employees employed fewer than 12 continuous weeks, medical leave will be granted only in the following circumstances:

(1) The employee is a qualified individual with a disability and granting a reasonable extended leave would be an accommodation that would not cause the Library undue hardship.

(2) The employee will be granted up to six weeks of medical leave for maternity purposes.

(3) The employee will be granted one period of medical leave for an absence of between six and ten consecutive work days. Any medical leave granted during the first 12 weeks of employment will be treated as part of the 4 weeks of medical leave available to employees during their first year of employment.

Medical Documentation

To be granted a medical leave, you must provide Human Resources appropriate medical documentation confirming that you are medically unable to work and estimating the length of the absence. You may be (a) asked the status of any medical condition, (b) required to provide medical evidence from your health care provider or from a health care provider of the Library's choice concerning any medical condition, (c) denied a request for medical leave or a request for renewal if it determines, from the medical evidence, that you are able to perform your work, and (d) placed or continued on medical leave if the Library determines, from the medical evidence, that you are not able to perform the essential functions of your job with or without reasonable accommodation. If you are granted a medical leave, you must use all available paid time off concurrently with the leave.

Expiration Of Leave

You must notify Human Resources at least five working days prior to the expiration of a medical leave whether you will return to work or whether you need a renewed medical leave. In either case, you must provide documentation from your health care provider confirming your ability to return to work or the basis for the need for a renewed medical leave. Failure to provide at least five days' notice may cause a delay in your return to work.

Conclusion Of Leave

At the conclusion of a medical leave of 4 weeks or less, you will generally be restored to an equivalent position with equivalent benefits, pay, and other terms and conditions of employment. However, the Library may reassign or change your position based on its then current business and personnel needs, and the availability of any accommodation that would not cause undue hardship on its operation. If you return to work after a medical leave, you will resume employment on the same terms and conditions applicable to employees generally without having to satisfy any benefit plan waiting periods applicable to new employees. If you are not released to return to work and have exhausted all available leave time, your employment will be administratively terminated at that time.

C. Family And Medical Leave Policy

The Library provides leaves of absence to eligible employees for certain family and medical reasons. This policy is intended to comply with a federal law known as the Family and Medical Leave Act of 1993 ("FMLA"), as amended. In addition, the U.S. Department of Labor's FMLA Notice is posted in the workplace and attached at the end of this policy.

Eligibility

To be "eligible," an employee must have worked for the Library as of the date the requested leave is to begin:

for at least 12 months and

for at least 1,250 hours during the previous 12 months.

Reasons For Leave

FMLA leave may be requested for the following reasons:

Parenting Leave. This leave can be taken to care for a new son or daughter, including by birth or by adoption or foster care placement. An employee may take Parenting Leave only during the 12-month period that begins on the date of the birth, adoption, or placement, and this leave cannot be taken intermittently or on a reduced schedule;

Family Medical Leave. This leave can be taken by an employee to care for the "serious health condition" of the employee's spouse, son or daughter, or parent;

Employee Medical Leave. This leave can be taken for the employee's own "serious health condition" if the condition renders the employee unable to perform his job functions;

Military Family Exigency Leave. This leave can be taken by an employee because of a qualifying exigency arising from the fact that the employee's spouse, son or daughter, or parent is a Covered Military Member on active duty (or has been notified of an impending call or order to active duty) in support of a contingency operation. Qualifying exigencies include things such as making arrangements necessitated by short-term deployments, attending certain military events and related activities, assisting the Covered Military Member with alternative child care arrangements when the active duty or call to active duty status necessitates a change in the existing arrangements, and assisting the Covered Military Member with certain financial and legal arrangements related to active duty or the call to active duty; or

Military Family Caregiver Leave. An employee may take this leave to care for the employee's spouse, son or daughter, or parent who is a Covered Servicemember with a Serious Illness or Injury incurred in the line of duty on active duty that may render the Covered Servicemember medically unfit to perform his or her military duties. Also, this leave may be taken by an employee who is the next of kin of a Covered Servicemember.

Duration of Leave

An eligible employee is entitled to a total of 12 work weeks of leave during a "rolling" 12-month period measured backward for each employee from the date he uses FMLA leave other than Military Family Caregiver Leave.

For Military Family Caregiver Leave, eligible employees are entitled to up to 26 workweeks of leave in a single 12-month period. For purposes of Military Family Caregiver Leave only, the "single 12-month period" is the 12-month period measured forward from the first date of Military Family Caregiver Leave.

When a husband and wife are both eligible employees of the Employer, the husband and wife will be permitted to take only (1) a combined total of 12 weeks for Parenting Leave or (2) a combined total of 26 weeks in a single 12-month period for Military Family Caregiver Leave.

Substitution of Paid Leave

Generally, FMLA leave is unpaid. However, if an employee (a) also has available paid time off and (2) the employee's leave request meets the requirements of that paid time off program, the employee will be required to use all available paid time off concurrent with FMLA leave. The Library will apply paid time off during FMLA leave in accordance with the following chart:

<u>TYPES OF PAID TIME OFF</u>		<u>APPLIED DURING</u>				
		<u>Parenting Leave</u>	<u>Family Medical Leave</u>	<u>Employee Medical Leave</u>	<u>Exigency Leave</u>	<u>Service Member Caregiver Leave</u>
(1)	Sick Pay	Yes	Yes	Yes	No	Yes
(4)	Vacation	Yes	Yes	Yes	Yes	Yes

Employees will not be required to use available paid time off when receiving worker's compensation benefits. However, where disability or workers' compensation benefits provide replacement income that is less than the employee's full salary, employees may elect to use available paid time off to supplement such benefits with a written request to Human Resources Department. FMLA will run concurrently with worker's compensation benefits, regardless of whether the employee supplements those benefits with available paid time off.

Intermittent or Reduced Schedule Leave

Under certain circumstances, an employee may take intermittent or reduced schedule leave in increments of no less than one-quarter hour. "Intermittent leave" generally means leave taken on an occasional basis for such reasons as medical treatments. "Reduced schedule leave" means a temporary, but regular, change in the employee's usual number of hours per day or hours per week.

If an employee takes a Parenting Leave, the employee is not entitled to take leave intermittently or on a reduced schedule.

For Family Medical, Employee Medical, or Military Family Caregiver Leave, the employee may take an intermittent or reduced schedule leave if it is medically necessary. An employee must provide certification that a medical need for leave exists and that the medical need can best be accommodated through an intermittent or reduced schedule leave. Military Family Exigency Leave may also be taken on an intermittent or reduced schedule basis.

Employees needing intermittent leave or a reduced schedule must make reasonable efforts to schedule their leave so as not to disrupt the Library's operations. In addition, if an employee requests intermittent or reduced schedule leave that is foreseeable based on planned medical treatment, the Library may require the employee to transfer temporarily to an available alternative position, with equivalent pay and benefits, for which the employee is qualified and which better accommodates intermittent or reduced schedule leaves.

Notification Requirements

An employee must request FMLA leave at least 30 days before the date FMLA leave is to begin by requesting and completing a Request for Leave Form (except in cases of medical emergency, unexpected changed circumstances, or where the need for leave is unforeseeable. In that case the employee must give notice as soon as practicable after the employee is aware that he needs to take FMLA leave). Request for Leave Forms can be obtained from Human Resources.

If an employee requests Family Medical, Employee Medical, or Military Family Caregiver Leave, the employee must submit a medical certification from the employee's or family member's health care provider within 15 days after the Library delivers the written request for medical certification for FMLA leave. The certification must also notify the Library of the reasons why the intermittent or reduced schedule leave is medically necessary and of the schedule for treatment if applicable. Employees requesting Military Family Exigency Leave must also submit certification of the qualifying exigency within 15 days after the Library's written request.

If an employee fails to give 30 days' notice for a foreseeable leave with no reasonable excuse for the delay, the Library may deny FMLA leave until at least 30 days after the date the employee provides notice of the need for FMLA leave. After an employee submits a medical certification, the Library may require an employee to obtain a second opinion from a provider of the Library's choice and at its expense. In some cases, the Library may require, at

the Library's expense, a third opinion from a provider selected jointly by the employee and the Library.

During FMLA leave, an employee may be required to report periodically on his status and intent to return to work.

Employees on a Family or Employee Medical Leave may also be required to submit to the Library medical recertifications periodically during the leave period subject to the same rules as the initial medical certification. Medical recertifications may also be required under certain specific circumstances, for example, (1) when an employee requests an extension for a leave, (2) when circumstances under an initial certification have significantly changed, (3) when there is information which casts doubt on the current medical certification, or (4) when an employee is unable to return to work after FMLA leave.

Upon the conclusion of an Employee Medical Leave, the employee must present to the Library certification from his health care provider that he is able to return to work. Unless and until an employee provides this fitness-for-duty certification, the employee will not be able to return to work.

Continuation of Benefits

As a general rule, FMLA leave is unpaid. The Library, however, will maintain an employee's coverage under the Library's group health plans on the same conditions during FMLA leave as if the employee had been employed continuously during the FMLA leave period. An employee may choose not to continue coverage. An employee who continues health coverage must continue to pay his share of the premiums during an FMLA leave period to maintain coverage. An employee's premium payment is due on the same schedule as premium payments are made under COBRA.

The Library's obligation to continue group health and group life coverage during FMLA leave will end if the employee's premium payment is more than 30 days late. Even if an employee does not continue health coverage during FMLA leave, the Library will restore regular coverage if the employee returns to work.

To continue or discontinue any AFLAC, PERF, and Deferred Comp Plan benefits, the employee must make arrangements with the Business Office prior to or immediately after going on leave.

Right to Job Restoration

Upon return from FMLA leave, employees will generally be restored to an equivalent position with equivalent benefits, pay, and other terms and conditions of employment. Certain salaried key employees (as defined by the FMLA) may be denied restoration if their reinstatement would cause substantial and grievous economic injury to the Library. If, during FMLA leave, a reduction or other event occurs that would have changed, or even eliminated, the employee's job had the employee not taken leave, the returning employee will have no greater rights than if the employee had been continuously employed during FMLA leave. The Library

will determine whether an employee will be restored to the same position or to an equivalent position.

If an employee chooses not to return to work after FMLA leave expires, the Library may recover its share of health insurance premiums paid on the employee's behalf during the FMLA leave period. The Library will seek to recover those premiums unless the employee fails to return because of (1) the continuation, recurrence, or onset of a serious health condition (or serious illness or injury, with respect to Military Family Caregiver Leaves) that would otherwise entitle the employee to FMLA leave or (2) other circumstances beyond the employee's control. If an employee fails to return to work because of the continuation, recurrence, or onset of a serious health condition (or serious illness or injury, as applicable), the employee must provide a medical certification of his serious health condition or serious illness/injury. The employee must provide the certification within 30 days from the date the Library requests it. If the employee does not provide the certification in a timely manner, the Library may recover its share of the health insurance premiums paid for the employee during the entire FMLA leave period.

At the exhaustion of FMLA leave time, if an employee is unable to return to work, employment will be administratively terminated unless (1) an evaluation of the employee's circumstances indicates that the employee is a qualified individual with a disability for whom a reasonable extension of leave would be an accommodation, and the Library can provide that accommodation without causing an undue hardship on its operation; or (2) the employee is eligible for additional sick days under the Library's policy; in that case, with proper medical certification FMLA leave will be extended for up to the number of sick days available but not for parenting or exigency leave. However, if your leave is extended in this regard, you are not assured of returning to the same or equivalent job. Instead, upon your release to return to work, you will be returned to an available position for which you are qualified; if there is no available position for which you are qualified, your employment will be administratively terminated at that time.

Selected Definitions

"Parent" means a biological, adoptive, step or foster father or mother, or any other individual who stood in the place of the employee's parent when the employee was a Son or Daughter (see definition of "Son or Daughter" below). The term "Parent" does not include parents "in law."

"Son or Daughter" means a biological, adopted or foster child, a stepchild or legal ward of an employee, or a child for whom the employee stands in the place of his parent, who is either (1) under age 18 or (2) an eligible adult child age 18 or older and incapable of self-care because of a mental or physical disability at the time that FMLA leave is to commence. (This definition does not apply to Military Family Caregiver Leave or Military Family Exigency Leave.)

"Son or Daughter of a Covered Servicemember" means a Covered Servicemember's biological, adopted or foster child, stepchild or legal ward, or a child for whom

the Covered Servicemember stood in the place of his parent, who is of any age. (This definition only applies to Military Family Caregiver Leave.)

“Son or Daughter on active duty or call to active duty status” means (1) the employee’s biological, adopted or foster child, stepchild, or legal ward, or a child for whom the employee stood in the place of the parent when the Covered Military Member was under 18, (2) who is on active duty or call to active duty status, and (3) who is of any age. (This definition only applies to Military Family Exigency Leave.)

“Covered Military Member” means the employee’s spouse, son, daughter, or parent on active duty or call to active duty status.

“Covered Servicemember” means a member of the Armed Forces who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the military’s temporary disability retired list for a Serious Illness or Injury.

“Serious Illness or Injury” means an injury or illness incurred in the line of duty and on active duty that renders the Covered Servicemember unfit to perform the duties of his or her office, grade, rank or rating.

“Outpatient Status” with respect to a Covered Servicemember means the status of a member of the Armed Forces assigned to a military medical treatment facility as an outpatient or a unit established for the purpose of providing command and control of members of the Armed Forces receiving medical care as outpatients.

“Contingency Operation” means a military operation that is designated by the Secretary of Defense as an operation in which members of the Armed Forces are or may become involved in military actions, operations, or hostilities against an enemy of the United States or against an opposing military force; or results in the call or order to, or retention on, active duty of members of the uniformed services as specified by the U.S. Military.

EMPLOYEE RIGHTS AND RESPONSIBILITIES UNDER THE FAMILY AND MEDICAL LEAVE ACT

Basic Leave Entitlement

FMLA requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to eligible employees for the following reasons:

- For incapacity due to pregnancy, prenatal medical care or child birth;
- To care for the employee's child after birth, or placement for adoption or foster care;
- To care for the employee's spouse, son or daughter, or parent, who has a serious health condition; or
- For a serious health condition that makes the employee unable to perform the employee's job.

Military Family Leave Entitlements

Eligible employees with a spouse, son, daughter, or parent on active duty or call to active duty status in the National Guard or Reserves in support of a contingency operation may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered servicemember during a single 12-month period. A covered servicemember is a current member of the Armed Forces, including a member of the National Guard or Reserves, who has a serious injury or illness incurred in the line of duty on active duty that may render the servicemember medically unfit to perform his or her duties for which the servicemember is undergoing medical treatment, recuperation, or therapy; or is in outpatient status; or is on the temporary disability retired list.

Benefits and Protections

During FMLA leave, the employer must maintain the employee's health coverage under any "group health plan" on the same terms as if the employee had continued to work. Upon return from FMLA leave, most employees must be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms.

Use of FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of an employee's leave.

Eligibility Requirements

Employees are eligible if they have worked for a covered employer for at least one year, for 1,250 hours over the previous 12 months, and if at least 50 employees are employed by the employer within 75 miles.

Definition of Serious Health Condition

A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee's job, or prevents the qualified family member from participating in school or other daily activities.

Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than 3 consecutive calendar days combined with at least two visits to a health care provider or one visit and a regimen of continuing treatment, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

Use of Leave

An employee does not need to use this leave entitlement in one block. Leave can be taken intermittently or on a reduced leave schedule when medically necessary. Employees must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the employer's operations. Leave due to qualifying exigencies may also be taken on an intermittent basis.

Substitution of Paid Leave for Unpaid Leave

Employees may choose or employers may require use of accrued paid leave while taking FMLA leave. In order to use paid leave for FMLA leave, employees must comply with the employer's normal paid leave policies.

Employee Responsibilities

Employees must provide 30 days advance notice of the need to take FMLA leave when the need is foreseeable. When 30 days notice is not possible, the employee must provide notice as soon as practicable and generally must comply with an employer's normal call-in procedures.

Employees must provide sufficient information for the employer to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include that the employee is unable to perform job functions, the family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for military family leave. Employees also must inform the employer if the requested leave is for a reason for which FMLA leave was previously taken or certified. Employees also may be required to provide a certification and periodic recertification supporting the need for leave.

Employer Responsibilities

Covered employers must inform employees requesting leave whether they are eligible under FMLA. If they are, the notice must specify any additional information required as well as the employees' rights and responsibilities. If they are not eligible, the employer must provide a reason for the ineligibility.

Covered employers must inform employees if leave will be designated as FMLA-protected and the amount of leave counted against the employee's leave entitlement. If the employer determines that the leave is not FMLA-protected, the employer must notify the employee.

Unlawful Acts by Employers

FMLA makes it unlawful for any employer to:

- Interfere with, restrain, or deny the exercise of any right provided under FMLA;
- Discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA.

Enforcement

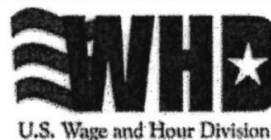
An employee may file a complaint with the U.S. Department of Labor or may bring a private lawsuit against an employer.

FMLA does not affect any Federal or State law prohibiting discrimination, or supersede any State or local law or collective bargaining agreement which provides greater family or medical leave rights.

FMLA section 109 (29 U.S.C. § 2619) requires FMLA covered employers to post the text of this notice. Regulations 29 C.F.R. § 825.300(a) may require additional disclosures



For additional information:
1-866-4US-WAGE (1-866-487-9243) TTY: 1-877-889-5627
WWW.WAGEHOUR.DOL.GOV



D. Military Family Leave Policy

Indiana's Military Family Leave Act provides leave to eligible family members of individuals on active duty in the U.S. Armed Forces or the Indiana Army or Air National Guard. "Active duty" means full-time service on active duty orders for a period of at least 90 consecutive calendar days.

Eligibility

Eligible employees include the following relatives of the individual on active duty:

- spouse;
- biological or adoptive parent;
- court-appointed guardian or custodian;
- biological grandparent;
- sibling (by blood or adoption); or
- child (by blood or adoption).

To be eligible for Military Family Leave, an employee

- must have been employed by the Library for at least 12 months and
- must have worked at least 1,500 hours during the 12-month period immediately preceding the date that the leave is to begin.

Leave Entitlement

Eligible employees may take up to 10 days off work per year as Military Family Leave. Under this policy, a year is a "rolling" 12-month period measured backward for each employee from the date he uses Military Family Leave. Leave can be taken during:

- the 30 days before active duty orders are in effect;
- during a leave provided to the one on active duty while the active duty orders are in effect; and
- the 30 days after the termination of the active duty orders.

Notification Requirements

Employees must provide a written request for Military Family Leave to Human Resources and provide a copy of active duty orders, if available, before taking leave. This

request must be made at least 30 days before the date the requested leave is to begin unless the active duty orders are issued fewer than 30 days prior to the date the requested leave is to begin.

Pay During Leave

Military Family Leave is unpaid, but employees may use vacation days during this leave upon request.

Continuation Of Benefits

The Library will maintain an employee's coverage under its Health and Life Plan on the same conditions during Military Family Leave as if the employee had been employed continuously during the leave period.

Job Restoration/No Retaliation

Upon return from this leave, employees will generally be restored to their position. No action will be taken against an employee because of the use of this leave. If, during the leave, a layoff or other event occurs that would have changed, or even eliminated, your job had you not taken leave, you will have no greater rights than if he had been continuously employed during the leave.

E. Military Leave

The Library will comply with all applicable laws regarding military leaves of absence. You may elect to use vacation during military service.

JCPL FINANCIAL STATEMENT

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April 30, 2009

	<u>Beginning 2009 Balance</u>	<u>Current Month Disbursements</u>	<u>Y-T-D Disbursements</u>	<u>Current Month Receipts</u>	<u>Y-T-D Receipts</u>	<u>Ending Balance</u>
Operating Fund	\$586,496.58	\$183,004.91	\$611,473.79	\$60,209.42	\$365,676.31	\$340,699.10
Includes Investments of:						
Public Library Access Card Fund	\$60.00	\$30.00	\$90.00	\$0.00	\$30.00	\$0.00
Gift Fund	\$5,910.61	\$873.26	\$1,858.03	\$3,216.42	\$5,503.57	\$9,556.15
DeMotte	\$1,834.58	\$324.24	\$360.34	\$450.27	\$1,360.17	\$2,834.41
Rensselaer	\$2,369.46	\$497.94	\$1,392.38	\$2,715.00	\$3,797.41	\$4,774.49
Wheatfield	\$1,706.57	\$51.08	\$105.31	\$51.15	\$345.99	\$1,947.25
Library Improvement Reserve Fund	\$216,342.26	\$0.00	\$0.00	\$283.75	\$1,156.80	\$217,499.06
Includes Investments of:						
Bond & Interest Redemption Fund	\$109,471.48	\$0.00	\$159,802.50	\$0.00	\$40,732.71	(\$9,598.31)
Includes Investments of:	\$0.00					
Rainy Day Fund	\$168,751.12	\$0.00	\$807.50	\$0.00	\$98,549.78	\$266,493.40
Includes Investments of:	\$0.00					
State Technology Fund G	\$6,731.97	\$880.00	\$6,620.00	\$0.00	\$0.00	\$111.97
Capital Projects Fund	\$523,219.14	\$0.00	\$0.00	\$800.17	\$34,103.62	\$557,322.76
Includes Investments of:	\$0.00					
Host/Hospitality Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Levy Excess Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$84,309.00	\$84,309.00
Sales Tax	\$5.32	\$0.00	\$5.22	\$3.44	\$14.62	\$14.72
Construction Fund	\$186,153.76	\$431.50	\$1,296.12	\$178.66	\$764.12	\$185,621.76
Includes Investments of	\$0.00					
Petty Cash Funds	\$120.00	\$0.00	\$0.00	\$0.00	\$0.00	\$120.00
Cash Change Fund	\$90.00	\$0.00	\$0.00	\$0.00	\$0.00	\$90.00
Payroll Withholding Accts.						
FIT Tax Collected	\$0.00	\$5,340.54	\$23,544.75	\$5,340.54	\$23,544.75	\$0.00
FICA Tax Collected	\$0.00	\$6,561.56	\$24,906.16	\$6,471.56	\$24,906.16	\$0.00
State Tax Collected	\$2,770.46	\$2,841.75	\$11,487.45	\$3,071.81	\$11,788.80	\$3,071.81
County Tax Collected	\$1,982.26	\$2,048.27	\$8,297.79	\$2,249.63	\$8,565.21	\$2,249.68
Deferred Comp.	\$0.00	\$2,562.70	\$10,245.95	\$2,562.70	\$10,245.95	\$0.00
#125 Pre-tax Plan	\$0.00	\$2,219.41	\$8,877.64	\$2,219.41	\$8,877.64	\$0.00
Employee Life Insur.	\$0.00	\$135.80	\$553.20	\$135.80	\$553.20	\$0.00
Employee P.E.R.F.	\$6,532.65	\$6,596.32	\$13,128.97	\$2,261.68	\$8,858.00	\$2,261.68
Garnishments	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Credit Union	\$0.00	\$2,963.56	\$12,054.52	\$2,963.56	\$12,054.52	\$0.00
EIC	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL ALL FUNDS.....	\$1,814,637.61	\$216,489.58	\$895,049.59	\$91,968.55	\$740,234.76	\$1,659,822.78

Bank Balances**Jasper County Public Library****Report as of: 4/30/2009**

<i>Bank</i>		
1	Alliance Bank	\$1,243,411.25
2	Demotte State Bank	\$13,080.71
3	Alliance Bank-LIRF Acct	\$217,499.06
5	Cash On Hand	\$210.00
6	Alliance Bank-Construction Ckg.	\$185,621.76
7		
8		
9		
10		
11		

Total all banks = \$1,659,822.78

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

Appropriation Report for 100 OPERATING FUND

Jasper County Public Library

Report Date: From 4/1/2009 To 4/30/2009

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent
<i>1. Personal Services</i>							
1.11 SALARY OF LIBRARIAN	\$54,835.00	\$0.00	\$54,835.00	\$4,513.60	\$17,988.53	\$36,846.47	32.8
1.12 SALARY OF ASSISTANTS	\$911,677.00	\$0.00	\$911,677.00	\$77,257.73	\$298,036.04	\$613,640.96	32.7
1.13 WAGES OF JANITORS	\$63,718.00	\$0.00	\$63,718.00	\$5,044.11	\$18,422.65	\$45,295.35	28.9
1.21 EMPLOYER'S SHARE-FICA	\$76,037.00	\$0.00	\$76,037.00	\$6,561.56	\$24,906.16	\$51,130.84	32.8
1.22 UNEMPLOYMENT COMPENSATION	\$4,867.00	\$0.00	\$4,867.00	\$2,315.94	\$2,858.56	\$2,008.44	58.7
1.23 EMPLOYER'S CONTRIB.- PERF	\$64,814.00	\$0.00	\$64,814.00	\$17,138.07	\$33,744.70	\$31,069.30	52.1
1.24 EMPLOYER'S CONTRIB.- INS.	\$84,247.00	\$0.00	\$84,247.00	\$6,103.54	\$24,400.71	\$59,846.29	29.0
Subtotal	\$1,260,195.00		\$1,260,195.00	\$118,934.55	\$420,357.35	\$839,837.65	33.4
<i>2. Supplies</i>							
2.11 OFFICIAL RECORDS	\$550.00	\$0.00	\$550.00	\$0.00	\$265.97	\$284.03	48.4
2.12 STATIONERY AND PRINTING	\$500.00	\$0.00	\$500.00	\$0.00	\$0.00	\$500.00	0.0
2.13 OTHER OFFICE SUPPLIES	\$10,500.00	\$0.00	\$10,500.00	\$1,055.80	\$4,432.19	\$6,067.81	42.2
2.21 CLEANING & SANITATION SUPPLIES	\$6,000.00	\$0.00	\$6,000.00	\$365.59	\$2,042.80	\$3,957.20	34.0
2.23 OTHER OPERATING SUPPLIES	\$4,800.00	\$0.00	\$4,800.00	\$167.88	\$1,402.90	\$3,397.10	29.2
2.31 BUILDING MATERIALS & SUPPLIES	\$1,000.00	\$0.00	\$1,000.00	\$0.00	\$0.00	\$1,000.00	0.0
2.32 PAINT AND PAINTING SUPPLIES	\$200.00	\$0.00	\$200.00	\$0.00	\$0.00	\$200.00	0.0
2.33 REPAIR PARTS	\$550.00	\$0.00	\$550.00	\$81.94	\$117.69	\$432.31	21.4
2.41 LIBRARY SUPPLIES	\$13,250.00	\$0.00	\$13,250.00	\$1,319.87	\$4,060.05	\$9,189.95	30.6
2.42 MARKETING SUPPLIES	\$200.00	\$0.00	\$200.00	\$10.59	\$10.59	\$189.41	5.3
Subtotal	\$37,550.00		\$37,550.00	\$3,001.67	\$12,332.19	\$25,217.81	32.8

<i>Account # Description</i>	<i>Annual Appropriation</i>	<i>Change to Appropriation</i>	<i>Current Appropriation</i>	<i>Disbursements This Month</i>	<i>Disbursements YTD</i>	<i>Balance</i>	<i>Percent</i>
<i>3. Other Services and Charges</i>							
3.13 LEGAL SERVICES	\$5,000.00	\$0.00	\$5,000.00	\$0.00	\$2,931.25	\$2,068.75	58.6
3.14 OTHER PROFESSIONAL SERVICES	\$5,670.00	\$0.00	\$5,670.00	\$17.00	\$887.00	\$4,783.00	15.6
3.21 TELEPHONE	\$3,600.00	\$0.00	\$3,600.00	\$288.93	\$1,376.91	\$2,223.09	38.2
3.22 POSTAGE	\$4,500.00	\$0.00	\$4,500.00	\$38.30	\$1,890.68	\$2,609.32	42.0
3.23 MILEAGE	\$20,355.00	\$0.00	\$20,355.00	\$2,496.51	\$6,359.56	\$13,995.44	31.2
3.24 PROFESSIONAL MEETINGS	\$7,944.00	\$0.00	\$7,944.00	\$969.45	\$2,330.39	\$5,613.61	29.3
3.25 FREIGHT	\$1,800.00	\$0.00	\$1,800.00	\$155.66	\$263.61	\$1,536.39	14.6
3.26 NETWORKING	\$31,200.00	\$0.00	\$31,200.00	\$0.00	\$0.00	\$31,200.00	0.0
3.31 ADVERTISING & PUBLIC NOTICES	\$1,100.00	\$0.00	\$1,100.00	\$0.00	\$0.00	\$1,100.00	0.0
3.33 MARKETING ADVERTISING	\$900.00	\$0.00	\$900.00	\$399.59	\$399.59	\$500.41	44.4
3.41 OFFICIAL BONDS	\$155.00	\$0.00	\$155.00	\$0.00	\$0.00	\$155.00	0.0
3.42 OTHER INSURANCE	\$23,667.00	\$0.00	\$23,667.00	\$11,100.00	\$12,969.00	\$10,698.00	54.8
3.51 GAS	\$50,000.00	\$0.00	\$50,000.00	\$2,599.16	\$17,180.87	\$32,819.13	34.4
3.52 ELECTRICITY	\$65,000.00	\$0.00	\$65,000.00	\$5,344.02	\$21,518.82	\$43,481.18	33.1
3.53 WATER	\$1,083.00	\$0.00	\$1,083.00	\$113.05	\$354.50	\$728.50	32.7
3.54 WASTE DISPOSAL SERVICES	\$4,550.00	\$0.00	\$4,550.00	\$504.85	\$1,611.86	\$2,938.14	35.4
3.61 BUILDING & STRUCTURES	\$51,090.00	\$0.00	\$51,090.00	\$5,444.91	\$22,661.82	\$28,428.18	44.4
3.62 EQUIPMENT REPAIRS	\$700.00	\$0.00	\$700.00	\$0.00	\$0.00	\$700.00	0.0
3.72 EQUIPMENT RENTALS	\$245.00	\$0.00	\$245.00	\$9.95	\$161.80	\$83.20	66.0
3.91 DUES	\$2,312.00	\$0.00	\$2,312.00	\$257.50	\$607.50	\$1,704.50	26.3
3.93 TAXES & ASSESSMENTS	\$325.00	\$0.00	\$325.00	\$0.00	\$0.00	\$325.00	0.0
3.94 TRANSFER TO LIRF	\$30,000.00	\$0.00	\$30,000.00	\$0.00	\$0.00	\$30,000.00	0.0
3.95 BOOK REIMBURSEMENT	\$100.00	\$0.00	\$100.00	\$126.84	\$262.70	(\$162.70)	262.7
3.96 PETTY CASH	\$120.00	\$0.00	\$120.00	\$0.00	\$0.00	\$120.00	0.0
3.98 MAINTENANCE/SERVICE CONTRACTS	\$77,054.00	\$0.00	\$77,054.00	\$12,424.64	\$29,216.38	\$47,837.62	37.9
Subtotal	\$388,470.00		\$388,470.00	\$42,290.36	\$122,984.24	\$265,485.76	31.7

<i>Account # Description</i>	<i>Annual Appropriation</i>	<i>Change to Appropriation</i>	<i>Current Appropriation</i>	<i>Disbursements This Month</i>	<i>Disbursements YTD</i>	<i>Balance</i>	<i>Percent</i>
<i>4. Capital Outlays</i>							
4.4 FURNITURE & EQUIPMENT	\$7,175.00	\$0.00	\$7,175.00	\$167.13	\$1,967.13	\$5,207.87	27.4
4.51 BOOKS	\$144,000.00	\$3,300.53	\$147,300.53	\$10,888.77	\$31,999.22	\$115,301.31	21.7
4.52 PERIODICALS & NEWSPAPERS	\$21,132.00	\$363.48	\$21,495.48	\$5,340.62	\$7,917.84	\$13,577.64	36.8
4.53 NONPRINTED MATERIALS	\$75,099.00	\$884.38	\$75,983.38	\$2,381.81	\$13,915.82	\$62,067.56	18.3
Subtotal	\$247,406.00	\$4,548.39	\$251,954.39	\$18,778.33	\$55,800.01	\$196,154.38	22.1
Grand Total	\$1,933,621.00	\$4,548.39	\$1,938,169.39	\$183,004.91	\$611,473.79	\$1,326,695.60	31.5

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

Changes to Appropriations

<i>Date</i>	<i>Fund</i>	<i>Account</i>	<i>Amount</i>	<i>Reason</i>
1/2/2009	100 OPERATING FUND	4.51 BOOKS	\$3,300.53	Encumbered per Board Mtg Approval, 12/30/08
3/31/2009	100 OPERATING FUND	4.52 PERIODICALS & NEWSPAPERS	\$363.48	Refund/Reimbursement for Wall Street Journal A/P #217
1/2/2009	100 OPERATING FUND	4.53 NONPRINTED MATERIALS	\$884.38	Encumbered per Board Mtg Approval, 12/30/08
1/2/2009	130 LIRF FUND	3.61 BUILDING & STRUCTURES	\$64,586.00	Encumbered per Board Mtg Approval, 12/30/08
1/19/2009	130 LIRF FUND	3.61 BUILDING & STRUCTURES	(\$64,586.00)	Board Negated encumbrance-contract voided
1/2/2009	151 RAINY DAY FUND	3.61 BUILDING & STRUCTURES	\$122,992.00	Encumbered per Board Mtg Approval, 12/30/08
1/19/2009	151 RAINY DAY FUND	3.61 BUILDING & STRUCTURES	(\$122,992.00)	Board Negated encumbrance-contract voided
4/28/2009	151 RAINY DAY FUND	3.61 BUILDING & STRUCTURES	\$150,000.00	Additional Appropriation approved by DLGF

Net Changes by Fund

<i>Fund Number</i>	<i>Net Change</i>
100	\$4,548.39
130	\$0.00
151	\$150,000.00

Voucher List**Jasper County Public Library****Report Date: From 4/1/2009 To 4/30/2009**

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
0	251	IRS USA TAXPAYMENT	4/2/2009	Underpayment of FICA tax w/held 25 March 09, Ref #00503045	\$180.00
28168	252	ALLIED WASTE SERVICES #71	4/10/2009	Trash Service @Wh. Lib, April 2009	\$49.14
28169	253	ANTHEM BLUE CROSS BLUE S	4/10/2009	Health Insurance Premium-April - 17 employees	\$8,044.71
28170	254	ANTHEM LIFE	4/10/2009	Life Ins Premium-April	\$91.94
28171	255	EDWARD YOUNG	4/10/2009	Courier Mileage, 3/16/09-3/31/09	\$396.00
28172	256	FIRST TRUST CREDIT UNION	4/10/2009	Direct Deposits w/held from 10 April 09 Payroll-5 participants	\$1,370.26
28173	257	GREAT-WEST RETIREMENT S	4/10/2009	Annuity Contributions from 10 APRIL 09 Payroll - 8 participants	\$1,285.00
0	258	INDIANA DEPARTMENT OF RE	4/20/2009	State & County Tax w/held March 2009, Verif #29, Ref #70477	\$4,890.02
28174	259	INDIANA LIBRARY FEDERATIO	4/10/2009	ILF District One Conference Registration-Poortenga, Thompson, Kooy	\$80.00
0	260	IRS USA TAXPAYMENT	4/13/2009	FICA & Federal Taxes w/held 10 April 09, Ref #00318126	\$9,370.07
28175	261	OED OFFICE OF ENERGY & DE	4/10/2009	1st Qtr Pymt PFEED Loan of 2002	\$2,402.97
28176	262	TOWN OF DEMOTTE	4/10/2009	Sewer Service-DeM, February 2009	\$85.53
28177	263	TOWN OF WHEATFIELD SEW	4/10/2009	Sewer services @ Wh. Lib, April 2009	\$56.65
0	264	PAYROLL	4/10/2009	PAYROLL	\$44,497.50
28178	265	AMSTERDAM	4/13/2009	Pens	\$198.09
28179	266	BAKER & DANIELS, LLP	4/13/2009	Registration for FMLA seminar-Tobias	\$150.00
28180	267	BAKER & TAYLOR	4/13/2009	Books, A-V, Gift Fund Books, Continuations	\$8,202.73
28181	268	BAKER & TAYLOR ENTERTAIN	4/13/2009	DVDs	\$394.02
28182	269	BLUETARP FINANCIAL, INC	4/13/2009	Floor Stripper, ret'd floor shaver blades	\$49.67
28183	270	BRENDA THOMPSON	4/13/2009	Mileage: Manual Review, Grant Workshop, Mgmt Workshop	\$181.88
28184	271	CAPITAL ONE BANK (USA), NA	4/13/2009	Staff recognition, Expenses at CiL conference, Expenses for Book 2 Bridges, Expenses for Supervisory Workshop, Binders, Page ups, Books	\$1,750.95
28185	272	CAROLYNN DeVRIES	4/13/2009	Mileage: Counterparts meeting	\$28.60
28186	273	CARRIAGE PAPER PRODUCTS	4/13/2009	Circulation Receipt Paper and Cartridges	\$425.54
28187	274	CENTRAL STATES SALES CO	4/13/2009	Light Bulbs	\$70.85
28188	275	CULLIGAN OF KOUTS	4/13/2009	Water Cooler Rental and Water-Wh. Lib.	\$46.40
28189	276	DEMCO	4/13/2009	Laminate, Category cards, Processing Rounds Labels, Book pockets, Paper Labels, Toughtote bag, Reversible Oak Chalkboard	\$576.43
28190	277	DEPARTMENT OF HOMELAND	4/13/2009	Inspection/Reinspection of New Boilers - DeMotte Lib.	\$110.00
28191	278	DONNA DOTY	4/13/2009	Reimbursement for returned audiobook	\$38.95
28192	279	DOROTHY LOSLO	4/13/2009	Reimbursement for two returned books	\$32.90
28193	280	EDUCATION NETWORKS OF A	4/13/2009	Internet Connectivity- March 2009	\$930.00
28194	281	ELLISON EDUCATIONAL EQUI	4/13/2009	Cutting Pad	\$31.00
28195	282	EMILY DURAN	4/13/2009	Mileage: Readers Advisory	\$24.20
28196	283	EVELYN BRISTOL	4/13/2009	Gift Card for Teen Tech Week	\$25.00
28197	284	FASE'S WATER TREATMENT &	4/13/2009	RedOut-4 bags @ DeM. Lib.	\$48.00
28198	285	FLEX-PAC INC	4/13/2009	Trash Liners	\$28.60
28199	286	GA FOODS GROUP	4/13/2009	Expenses for Tuesday night movies and 3rd Thursday	\$20.71
28200	287	GAIL JUNG	4/13/2009	Mileage: Bank Deposits, Pick up batteries, Post office, Mgmt meeting	\$30.25
28201	288	GAIL JUNG	4/13/2009	Petty Cash: Postage, Batteries, Screws/Hardware	\$34.62
28202	289	GALE	4/13/2009	Books & OnLine Opposing Viewpoints Research Center Subscription, 2/27/09-5/26/10	\$1,652.69
28203	290	HEARTLAND AG-BUSINESS G	4/13/2009	Books	\$60.00

Printed on Friday, May 01, 2009

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F4b		Warrant	Claim	Name of Claimant	Date	Explanation	Total
Number	Number	Number	Number				
28204	291			HP PRODUCTS CORP.	4/13/2009	Vacuum parts: elec.cord, brushes, bags	\$80.26
28205	292			HIGHSMITH CO. INC.	4/13/2009	Lobby Announcement Boards-Rens	\$167.13
28206	293			INCOLSA	4/13/2009	Registration Fees for Supervisory Skills Wksp: Thompson, Kooy, Portenga, and Douthit, Membership Fees	\$557.50
28207	294			INDIANA DEPT. OF WORKFOR	4/13/2009	Unemployment Compensation, 1st quarter 2009	\$2,315.94
28208	295			INDIANA INSURANCE COMPA	4/13/2009	Semi-Annual Insurance Pymt, Bldg & Worker's Comp, 4/16/09-10/16/09	\$11,100.00
28209	296			FACTS ON FILE	4/13/2009	Business and Personal Forms Updates	\$346.68
28210	297			INGRAM	4/13/2009	Books	\$10.24
28264	298			INTELLIGENT CLEANING SYST	4/13/2009	Multifold towels and Jumbo TP, ret'd cs Kleenex	\$287.32
28212	299			INSPIRATIONAL DISTRIBUTOR	4/13/2009	Books	\$64.61
28213	300			INDIANA UNIVERSITY PRESS	4/13/2009	Book	\$52.50
28214	301			JACKSON COUNTY PUBLIC LI	4/13/2009	Reimbursement for damaged book to ILL	\$19.48
28215	302			JAN WAY COMPANY	4/13/2009	Imprinted Key Ring Coin Purses	\$201.50
28216	303			JASPER COUNTY HOSPITAL	4/13/2009	DeM. Lib Water Testing, Coliform	\$17.00
28217	304			JENNIFER L. DOUTHIT	4/13/2009	Mileage: Librarian's Council Mtg, TLC User's Group Mtg, Mgmt Mtg, Incolsa Wksp, Collections Wksp	\$227.70
28218	305			JOSEPH ZELLON	4/13/2009	Mileage: Maintenance & recycle	\$48.40
28219	306			KARA MULVIHILL	4/13/2009	Mileage: Walking books, pick up popcorn for movie night, ASK committee	\$38.17
28220	307			KIM DELGER	4/13/2009	Mileage: Reader's Advisory Committee, Counterparts Mtg	\$60.50
28221	308			KONE, INC.	4/13/2009	2nd Qtr 2009 Elevator Mtnce Contract	\$450.51
28222	309			K.V.ELECTRIC	4/13/2009	Replace Parking Lot Bulb, Repair Light Sockets on 2 Fixtures	\$389.30
28223	310			LINDA POORTENGA	4/13/2009	Program Supplies, Book from Local Author. Mileage: Librarian's Council, TLC Users group, B2B Mtg, Incolsa Wksp	\$272.35
28224	311			LINDA THOMPSON	4/13/2009	Coffee cups, lids, and creamer, Books	\$114.07
28225	312			LINDA VANDERMOLEN	4/13/2009	Reimbursement for playaway that was returned	\$54.99
28226	313			MELISSA J. WIDNER	4/13/2009	Mileage: SHRAB Conference, AWE conference	\$108.35
28227	314			MIDWEST TAPE	4/13/2009	DVDs	\$246.85
28228	315			NANCY PHILLIPS	4/13/2009	Fish Tank Bulb, Water for Tank	\$7.56
28229	316			NANETTE SPEACHT	4/13/2009	DVD and Books	\$59.48
28230	317			NAPPANEE PUBLIC LIBRARY	4/13/2009	NICCL dues	\$100.00
28231	318			NICOLE A. FULKERSON	4/13/2009	Spanish Tutor Services-DeMotte 5/16/09	\$25.00
28232	319			NIPSCO	4/13/2009	Utilities: Wh. Lib. 3/3/09-4/1/09	\$1,728.52
28233	320			NORTH AMERICAN ENTERPRI	4/13/2009	DVD shelves	\$379.90
28234	321			OFFICE DEPOT	4/13/2009	Binders and Report Covers	\$65.66
28235	322			PATTY STRINGFELLOW	4/13/2009	Director Mtg expenses, Indiana Champions Mtg expenses, Phone calls, Mileage: Council Mtg, Director's Mtg, Town Hall Mtg	\$143.05
28236	323			PEGGY WOODS	4/13/2009	Mileage: Post office return books, AV Shopping at Walmart	\$6.16
28237	324			PUBLIC EMPLOYEES' RETIRE	4/13/2009	1st Qtr 2009 PERF Annuity & Pension Contributions	\$23,734.39
28238	325			PHIL & SON, INC.	4/13/2009	Remove broken key from lock, reinstall and realign for use	\$216.50
28239	326			PNTA	4/13/2009	Face Paint	\$55.10
28240	327			POPULAR SUBSCRIPTION SE	4/13/2009	Magazine subscriptions	\$4,620.62
28241	328			PRECISION CONTROL SYSTE	4/13/2009	Repair leaking valves, Boiler locked out on sensor, repaired, Replaced valve and checked for leaks, recalibrated	\$2,045.07
28242	329			PREMIER WASTE & RECYCLIN	4/13/2009	Trash Service, 4/1/09-6/30/09 Demotte Lib.	\$150.00
28243	330			QUILL CORPORATION	4/13/2009	Drum, index cards, 3 ring binder, labels, labeler tape, 2 hole punch, round ring binder, 5 tab indexes, colored paper, rubber bands, paper, double sided tape, ruled pads, construction paper, stick notes, toner, ribbons, paper clips	\$689.46
28244	331			RECORDED BOOKS, LLC	4/13/2009	Replacement tapes and audio books	\$95.80
28245	332			RELIANCE LABEL SOLUTIONS,	4/13/2009	barcode labels	\$619.93

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
28263	333	ROEING CORPORATION	4/13/2009	1st Installment on 2009 Contract for Technical support, Final Installment on June/July '08 Contract, ARCServe Backup Windows for Microsoft	\$10,249.00
28247	334	S & S WORLDWIDE, INC	4/13/2009	Paints and Construction Paper	\$49.67
28248	335	SHEILA MAXWELL	4/13/2009	Postage, Counterparts expenses, CIL expenses, Mileage: Systems mtg, Install PC, Mgmt mtg, Auto Counterparts mtg, CIL	\$569.62
28249	336	SUE TOBIAS	4/13/2009	Mileage: Post office, Anthem Seminar, Bank	\$143.45
28250	337	TEAM SOFTWARE SOLUTION	4/13/2009	Public Web Browser Annual Renewal	\$125.00
28251	338	TECH LOGIC CORP	4/13/2009	Self check Maintenance	\$1,200.00
28252	339	THE TIMES	4/13/2009	Renew Subscription 4/27/09-4/27/10	\$221.00
28253	340	THOMSON HEALTHCARE DMS	4/13/2009	Shipping on the 2009 Physicians Desk Reference	\$38.85
28254	341	TYSEN'S COUNTRY GROCERY	4/13/2009	After school program expenses	\$18.67
28255	342	UNIQUE MANAGEMENT SERVI	4/13/2009	Initial & Secondary Collections-March 2009	\$350.13
28256	343	VISION SERVICE PLAN- (IN)	4/13/2009	Vision Premium-April 2009, 17 employees	\$154.10
28257	344	WALL STREET JOURNAL	4/13/2009	2 year renewal on Wall Street Journal for DeMotte	\$499.00
28258	345	WAL-MART COMMUNITY BRC	4/13/2009	DVD's, Books,Supplies for teen program, folders, sidewalk chalk, glue, staff recognition, card stock, batteries, bandaids, babywipes, paper	\$663.76
28259	346	WEST CIRCLE BOOKS	4/13/2009	Void Check Wrong Vendor	\$0.00
28260	347	WORLD ALMANAC EDUCATIO	4/13/2009	World Almanac for Kids 2009	\$74.75
150185	348	GOODWIN FIRE EQUIPMENT, I	4/13/2009	7 Additional Fire Extinguishers - Wheatfield Construction Project	\$431.50
28261	349	EMBARQ	4/10/2009	Local Phone service, Rens, April 2009	\$140.42
28262	350	INDIANA STATE LIBRARY	4/10/2009	PLAC Card Sales, 1st Quarter 2009	\$30.00
28265	351	ST. JOHN PLUMBING, INC.	4/10/2009	Replace gasket on wall-hung toilet-Wh. Lib	\$281.07
28081	352	BAKER & TAYLOR	4/16/2009	Correct appropriation entry error on A/P #167 dated 3/9/2009.	\$0.00
28266	353	AFLAC	4/24/2009	Supplemental Insurance-April 2009	\$168.00
28267	354	CITY OF RENSSELAER	4/24/2009	Rens. Utilities, 3/9/09-4/9/09	\$3,251.38
28268	355	EMBARQ	4/24/2009	Local Phones-Wh. Lib, April 2009	\$64.93
28269	356	EMBARQ COMMUNICATIONS I	4/24/2009	Long Distance Calls-3/7/09-4/7/09, DeM, Rens, Wh.	\$80.92
28270	357	FIRST TRUST CREDIT UNION	4/24/2009	Direct Deposits w/held from 24 April 09 Payroll-6 participants	\$1,593.30
28271	358	GREAT-WEST RETIREMENT S	4/24/2009	Annuity Contributions from 24 APRIL 09 Payroll - 8 participants	\$1,277.70
28272	359	INDIANA ONLINE USERS GRO	4/24/2009	Program Registration for Next-Generation Catalogs- Stringfellow, Douthit	\$100.00
0	360	IRS USA TAXPAYMENT	4/24/2009	FICA & Federal Taxes w/held 24 April 09, Ref #00713958	\$8,913.59
28273	361	JOSEPH ZELLON	4/24/2009	Courier Mileage, 4/1/09-4/15/09	\$363.00
28274	362	NIPSCO	4/24/2009	Utilities-DeM 3/9/09 - 4/6/09	\$3,203.41
0	363	PAYROLL	4/24/2009	PAYROLL	\$42,317.94

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
<i>Total Amount of Claims</i>					\$216,489.58

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Friday, May 01, 2009

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of pages, and except for vouchers not allowed as show on the Register such vouchers are allowed in the total amount of

Date this 11th day of May, 20 09.

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

JASPER COUNTY PUBLIC LIBRARY

Receipt Breakdown

April 30, 2009

F5

	THIS MONTH	YEAR-TO-DATE	TOTAL RECEIPTS THIS MONTH	TOTAL RECEIPTS YEAR-TO-DATE
LIBRARY & FEES:			\$3,052.47	\$13,058.47
DeMotte	\$796.17	\$3,860.77		
Rensselaer	\$1,264.87	\$5,499.48		
Wheatfield	\$991.43	\$3,698.22		
PHOTOCOPIES:			\$876.58	\$3,174.76
DeMotte	\$293.85	\$1,065.45		
Rensselaer	\$406.93	\$1,404.01		
Wheatfield	\$175.80	\$705.30		
INTEREST:			\$1,226.98	\$4,349.12
Checking/Repurchase/Savings/CD's	\$1,226.98	\$4,349.12		
TAXES:			\$49,596.08	\$338,969.10
Property Tax	\$0.00	\$96,578.84		
License Excise Tax	\$0.00	\$33,574.15		
Financial Institution Tax	\$0.00	\$0.00		
CVET(Commercial Vehicle Excise)	\$0.00	\$0.00		
Local Option/Certified Shares	\$45,079.83	\$180,319.33		
Local Option/Property Tax Repl.	\$4,516.25	\$28,496.78		
TAXABLE SALES:-.....			\$2.61	\$70.00
REFUNDS:			\$5,454.70	\$6,054.86
Rebates/Refund	\$0.00	\$363.48		
Insurance Claims/Reimbursements	\$50.00	\$54.68		
Meeting Room Rental	\$150.00	\$350.00		
Reimbursement	\$0.00	\$0.00		
Grant Reimbursements	\$0.00	\$0.00		
Miscellaneous Receipts	\$5,254.70	\$5,286.70		
TOTAL OPERATING FUND RECEIPTS.....			\$60,209.42	\$365,676.31
INVESTMENT FUND:-.....			\$0.00	\$30.00
GIFT FUNDS:			\$3,216.42	\$5,503.57
DeMotte	\$450.27	\$1,360.17		
Rensselaer	\$2,715.00	\$3,797.41		
Wheatfield	\$51.15	\$345.99		
LIB. IMPROV. RESERVE FUND: (Interest).....			\$283.75	\$1,156.80
BOND & INTEREST REDEMPTION FUND:			\$0.00	\$40,732.71
Property Tax	\$0.00	\$30,571.19		
License Excise Tax	\$0.00	\$10,161.52		
Financial Institution Tax	\$0.00	\$0.00		
CVET(Commercial Vehicle Excise)	\$0.00	\$0.00		
RAINY DAY FUND:			\$0.00	\$98,549.78
Special CAGIT Distribution	\$0.00	\$98,549.78		
Interest Earned	\$0.00	\$0.00		
STATE TECHNOLOGY FUND GRANT FUND:-.....			\$0.00	\$0.00
CAPITAL PROJECTS FUND:			\$800.17	\$34,103.62
Interest Earned	\$800.17	\$3,122.68		
Property Tax	\$0.00	\$23,548.16		
License Excise Tax	\$0.00	\$7,432.78		
Financial Institution Tax	\$0.00	\$0.00		
CVET(Commercial Vehicle Excise)	\$0.00	\$0.00		
HOST/HOSPITALITY FUND:-.....			\$0.00	\$0.00
LEVY EXCESS FUND:-.....			\$0.00	\$84,309.00
SALES TAX:-.....			\$3.44	\$14.62
CONSTRUCTION FUND: (Interest Earned)-.....			\$178.66	\$764.12
CASH CHANGE FUND			\$0.00	\$0.00
SUB-TOTAL (page 1).....			\$64,691.86	\$630,840.53

WITHHOLDING ACCOUNT FUNDS:

FIT Tax Collected	\$5,340.54	\$23,544.75
FICA Collected	\$6,471.56	\$24,906.16
State Tax Collected	\$3,071.81	\$11,788.80
County Tax Collected	\$2,249.63	\$8,565.21
Deferred Comp Plan	\$2,562.70	\$10,245.95
Pre-tax Insurance Plans	\$2,219.41	\$8,877.64
Life Insurance	\$135.80	\$553.20
PERF	\$2,261.68	\$8,858.00
Garnishments	\$0.00	\$0.00
Credit Union	\$2,963.56	\$12,054.52
EIC	\$0.00	\$0.00
Repayment	\$0.00	\$0.00

\$27,276.69

\$109,394.23

TOTAL RECEIPTS - ALL FUNDS.....

\$91,968.55

\$740,234.76

Voucher List**Jasper County Public Library****Report Date: From 5/1/2009 To 5/20/2009**

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
28275	364	ABDO PUBLISHING COMPANY	5/11/2009	Books	\$278.63
28276	365	ACE HARDWARE	5/11/2009	Ant Killer/traps, paint supplies, power strip, hanger wire	\$43.88
28277	366	ABIGAIL KOZYRA	5/11/2009	Returned Lost book	\$6.99
28278	367	ACP DIRECT	5/11/2009	Canon Cartridges	\$467.80
28279	368	ANGELA BARTON	5/11/2009	Mileage: Counterparts, Book Salesman, Inspire Training	\$121.00
28280	369	ARCADIA PUBLISHING	5/11/2009	Books	\$228.92
28374	370	BAKER & TAYLOR	5/11/2009	Books, Gift Books, Continuations, A-V	\$9,628.71
28282	371	BAKER & TAYLOR ENTERTAIN	5/11/2009	DVDs	\$277.90
28283	372	BLOOMFIELD CORPORATION	5/11/2009	Annual Mtnc Contract - HVAC system @ Wheatfield Lib., 6/13/09-6/12/10	\$2,378.00
28284	373	BLUETARP FINANCIAL, INC	5/11/2009	SuperStripper, 2x12 lumber (for shelf)	\$62.42
28285	374	BORDERS	5/11/2009	DVDs, Music CDs	\$923.24
28286	375	BRENDA THOMPSON	5/11/2009	Mileage: Grant Writing, Supervisory Training Workshop	\$157.68
28287	376	CAPITAL ONE BANK (USA), NA	5/11/2009	Meeting Expenses, CIL Hotel, parking, craft supplies, display frame, US Weekly Subsc-Rens, DVD/Software	\$2,429.53
28288	377	CAROLYNN DeVRIES	5/11/2009	Tumblers-Ch. Prog supply	\$5.98
28289	378	CDW GOVERNMENT, INC	5/11/2009	USB Portable Flash Drives-15	\$86.06
28290	379	CHILD'S WORLD	5/11/2009	Books	\$243.30
28291	380	CMS, INC.	5/11/2009	PC Cop Annual Mtnc Contract	\$1,238.83
28292	381	CULLIGAN OF KOUTS	5/11/2009	Water Cooler rental, Wh. Lib. - May 2009	\$9.95
28293	382	DAVIDSON TITLES INC.	5/11/2009	Books, Children	\$3,698.45
28294	383	DEMCO	5/11/2009	Book Pockets, Polyfit Bk Jackets, Classification labels, Label protectors	\$1,069.44
28295	384	DEX	5/11/2009	Phone Book Advertisement-May, June, July 2009	\$270.75
28296	385	DIANA KOOY	5/11/2009	Tollroad fee, Workshop expense, Anniv Gift Certificate; Mileage:Bank Deposits, Counterparts Mtg, InterLibrary Mtgs, INCOLSA Wkshps	\$378.99
28297	386	DIANE OPOLSKI	5/11/2009	Mileage-Bank Deposits, Workshop expense	\$17.98
28298	387	DUCKWALL-ALCO STORES, IN	5/11/2009	Miracle Gro-Spring Festival Supply	\$8.99
28299	388	EBSCO PUBLISHING	5/11/2009	Automotive Repair Reference Center Subsc, 5/1/2009-2010	\$2,496.00
28300	389	EMBARQ	5/11/2009	Local Phones-Rens. Lib., May 2009	\$141.17
28301	390	EMILY DURAN	5/11/2009	Mileage: AV Shopping Trip	\$24.20
28302	391	EDUCATION NETWORKS OF A	5/11/2009	Internet Service, 4/1-4/30/09	\$930.00
28303	392	FLEX-PAC INC	5/11/2009	Gleme Window Cleaner, Kleenex	\$154.23
28304	393	GA FOODS GROUP	5/11/2009	Movie Night Prog, Mgmt Mtg Expenses-Rens.	\$27.29
28305	394	GAIL JUNG	5/11/2009	PAR38 Light bulbs, Postage (ret'd cartridges)	\$32.11
28306	395	GALE	5/11/2009	Books, Information Plus series, OnLine Legal Forms Subsc	\$3,780.21
28307	396	GAYLORD BROS.	5/11/2009	Classification Labels, Strapping (Filament) Tape	\$107.09
28308	397	GUMDROP BOOKS	5/11/2009	Books	\$3,800.20
28309	398	H.L. MOHLER & ASSOCIATES	5/11/2009	DeM. Roof Prof. services-April	\$490.00
28310	399	HEARTLAND AG-BUSINESS G	5/11/2009	Books	\$54.00
28311	400	HEINEMANN-RAINTREE	5/11/2009	Books	\$74.52
28312	401	HERITAGE OFFICE PRODUCT	5/11/2009	Nametags-Nickole, Jean	\$33.50
28313	402	IBT VIDEO SYSTEMS, INC.	5/11/2009	Repair/Replacement Security Video Equipment & Installation-DeM. Lib. - 50% Deposit	\$920.00
28314	403	INCOLSA	5/11/2009	Spring Board Mtg, P. Stringfellow	\$30.00
28315	404	INTELLIGENT CLEANING SYST	5/11/2009	Disinfectant, Roll Towels, Jumbo TP	\$247.12
28316	405	J & N STONE, INC.	5/11/2009	Repair to outside wall (patch over phone area)-Wh. Lib.	\$190.00
28317	406	JAN WAY COMPANY	5/11/2009	Hi-Tech Tote Bags, Business Card Magnets	\$301.84
28318	407	JASPER CO. VETERANS COU	5/11/2009	American & Indiana Flags	\$100.00

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
28319	408	JILL TACHTIRIS	5/11/2009	Mileage: Reference Workshop, Counterparts Mtg	\$101.20
28320	409	JOEY DINGA	5/11/2009	Refund on Lost Book Returned	\$16.00
28321	410	KANKAKEE VALLEY PUBLISHI	5/11/2009	Legal Ad-Co. Council hearing for JCPL CPF Plan	\$10.24
28322	411	KARA MULVIHILL	5/11/2009	Mileage: Walking Books April 2009	\$18.15
28323	412	LINDA POORTENGA	5/11/2009	DVD, Mileage: Books2Bridge Region, District 1 Conf, Supervisory Workshop	\$196.03
28324	413	LINDA THOMPSON	5/11/2009	Mileage: Bank Deposit, PLINKIT Training; Coffee for Café	\$22.49
28325	414	LOOKOUT BOOKS	5/11/2009	Books	\$100.75
28326	415	MARSHALL CAVENDISH CORP	5/11/2009	Books	\$927.89
28327	416	MARY RICE HOPKINS	5/11/2009	Music CDs, DVD	\$57.50
28328	417	MASON CREST PUBLISHERS	5/11/2009	Books-Obama's	\$139.38
28329	418	MIDAMERICA BOOKS	5/11/2009	Books	\$271.93
28330	419	MIDWEST TAPE	5/11/2009	Hermie & Friends Series-DVDs	\$74.95
28331	420	MANUFACTURERS' NEWS, IN	5/11/2009	Indiana Manufacturer's directory	\$147.45
28332	421	NANETTE SPEACHT	5/11/2009	Coffee café Supplies (Sugar substitute)	\$11.27
28333	422	NORTHWESTERN INDIANA TE	5/11/2009	DeMotte Local Telephones , May 2009	\$155.87
28334	423	OFFICE DEPOT CARD PLAN	5/11/2009	Index Cards	\$11.37
28335	424	OLLIS BOOK CORPORATION	5/11/2009	Books	\$1,776.50
28336	425	PATTY STRINGFELLOW	5/11/2009	Mileage: ISL Town Hall Mtg, INCOLSA Spring Bd Mtg, Wh. Lib Wetland issue, Fire Alarm call	\$185.35
28337	426	PEGGY WOODS	5/11/2009	Mileage: AV trips, post office	\$36.63
28338	427	PENWORTHY COMPANY	5/11/2009	Graphic Novels	\$399.72
28339	428	POPULAR SUBSCRIPTION SE	5/11/2009	Magazine Subscriptions-DeM & Rens.	\$264.44
28340	429	POSTMASTER	5/11/2009	Stamps: \$1.00 (400), \$.01 (100), \$.02 (100), \$.27 (100), \$.75 (100), \$.94 (100), \$2.00 (60)	\$719.00
28341	430	QUILL CORPORATION	5/11/2009	Canon Cartridges, sheet protectors, pop-up notes	\$173.65
28342	431	RACHAEL CAVINDER	5/11/2009	Mileage: Salesman Visit, Mgmt Mtg.	\$20.90
28343	432	RALINDA LUKE	5/11/2009	Refund on Lost books returned	\$24.95
28344	433	RECORDED BOOKS, LLC	5/11/2009	Audiobooks	\$95.80
28345	434	RELIANCE LABEL SOLUTIONS,	5/11/2009	Keytag Patron Cards	\$858.40
28346	435	RENSSELAER REPUBLICAN	5/11/2009	Newspaper Subscription-DeM. Lib, 6/1/09-5/31/10	\$115.00
28347	436	RHONDA HICKS	5/11/2009	Refund on found lost book	\$8.99
28348	437	ROCKY FASE	5/11/2009	Refund on Lost Book returned	\$15.00
28349	438	ROSEN PUBLISHING	5/11/2009	Books	\$357.05
28350	439	ROURKE PUBLISHING GROUP	5/11/2009	Children Books	\$207.50
28351	440	SHOWCASES	5/11/2009	DVD double cases	\$230.04
28352	441	SUE TOBIAS	5/11/2009	Mileage: Bank Deposits, post office - April 2009	\$10.95
28353	442	THE TIMES	5/11/2009	Newspaper Subsc (7day/wk), 5/25/09-5/24/10 -Wheatfield Lib	\$221.00
28354	443	TOWN OF WHEATFIELD SEW	5/11/2009	Sewer Service, May 2009 @ Wh. Lib.	\$56.65
28355	444	UNIQUE MANAGEMENT SERVI	5/11/2009	Collections - Initial & Secondary Placements, March 2009	\$412.25
28356	445	UPSTART	5/11/2009	Summer Reading Supplies, Prizes, Staff T-Shirts	\$578.40
28357	446	VISION SERVICE PLAN- (IN)	5/11/2009	Vision Premium-May 2009	\$154.10
28358	447	WEST GROUP	5/11/2009	Basic Legal Forms	\$164.78
28359	448	WEST CIRCLE BOOKS	5/11/2009	Books	\$661.51
28360	449	WAL-MART COMMUNITY BRC	5/11/2009	DVD's, Ch. Supplies/Crafts, clock, file folders, dividers	\$1,067.18
28361	450	YVONNE DEL VECCHIO	5/11/2009	Mileage: Deliver Community Connection, Walking Books, Plexiglass repairs	\$48.14
28362	451	ALLIED WASTE SERVICES #71	5/8/2009	Trash Service @Wh. Lib, May 2009	\$49.10
28363	452	ANTHEM BLUE CROSS BLUE S	5/8/2009	Health Insurance Premium-May - 17 employees	\$8,044.71
28364	453	ANTHEM LIFE	5/8/2009	Life Ins Premium-May	\$91.94
28365	454	FIRST TRUST CREDIT UNION	5/8/2009	Direct Deposits w/held from 8 May 09 Payroll-6 participants	\$1,571.84
28366	455	GREAT-WEST RETIREMENT S	5/8/2009	Annuity Contributions from 8 May 09 Payroll - 7 participants	\$1,260.00
0	456	INDIANA DEPARTMENT OF RE	5/8/2009	State & County Tax w/held April 2009, Verif #25, Ref #63112	\$5,321.44

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
0	457	IRS USA TAXPAYMENT	5/8/2009	FICA & Federal Taxes w/held 8 May 09, Ref #00150397	\$9,050.14
28367	458	JOSEPH ZELLON	5/8/2009	Courier Mileage, 4/16/09-4/30/09; Mileage to Rens for Maintenance, Recycle Center	\$412.50
28368	459	TOWN OF DEMOTTE	5/8/2009	Sewer Service-DeM, March 2009	\$85.53
0	460	PAYROLL	5/8/2009	PAYROLL	\$42,614.78
28369	461	DUMAS, WEIST & MAHNESMIT	5/11/2009	Legal Services rendered 2/09-4/28/09 (decl of emergency, Clapp release, roof bid, mtg attendance)	\$1,093.75
28370	462	NIPSCO	5/8/2009	Utilities: Wh. Lib. 4/2/09-5/4/09	\$1,640.80
28371	463	DEPARTMENT OF HOMELAND	5/11/2009	Inspection/Reinspection of Second DeMotte Boiler	\$61.00
28372	464	NIPSCO	5/11/2009	DeMotte Utilities, 4/6-5/7/09	\$2,846.82
28373	465	CHICAGO TRIBUNE	5/11/2009	Newspaper Subsc-Wh. Lib, 5/14-11/14/09	\$117.00
Total Amount of Claims					\$123,354.60

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Monday, May 18, 2009

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 3 pages, and except for vouchers not allowed as show on the Register such vouchers are allowed in the total amount of \$123,354.60

Date this 18th day of May, 2009.

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

JUNE

Agenda
Jasper County Public Library
Board of Trustees Meeting
Monday, June 8, 2009, 7pm
Rensselaer Public Library

Opening of Meeting

Moment of Silence

Approval of Consent Agenda & Consent Agenda Items

Action

Minutes of May Board Meeting
Bills/Financial Reports
Policy Review (R 10, R 12, R 14)
Nonresident Borrowing Fee (R 20)
DeMotte Arts and Crafts Festival (R 20)

General Business

Oath of Office-Deana George (R 21)	Action
Committee Assignments (R 21)	Action
Capital Projects Fund-Notice of Adoption (R 21)	Action
Advanced Tax Draw Resolution (R 21)	Action
Inter-fund Transfer (R 21)	Action
DeMotte Library Parking Lot (East) (R 21)	Information

Director's Report

Information

Items for Future Agendas

Public Forum

Adjournment

MINUTES

Jasper County Public Library Board of Trustees
5:00 PM

May 18, 2009
Rensselaer Library

NOTE: The Board of Directors assembled on May 11, 2009 for the monthly May Board Meeting. The meeting was rescheduled for May 18, 2009 at 5pm for lack of quorum. The media was notified of the new meeting date and time.

Present: Joan Floyd, Susan Deardorff, Mari Anne Sayler, Timothy Schultz Jr., Natalie Waling, Patricia Stringfellow, Gail Jung. **Absent:** Jody Melton, Anne-Marie Egan.

The Executive Session preceded the regular meeting to discuss and present the Library Director's annual job performance evaluation. No other subject was discussed. The regular meeting was then opened at 5:08 PM with a moment of silence.

Agenda & Consent Agenda Approval: T. Schultz moved, seconded by M. Sayler, to approve the April Board Meetings' minutes, monthly bills, and financial reports, updated Salary Ordinance, and FMLA/Military Leave Policy as presented. Motion was unanimously approved.

DeMotte Roofing Project: The cost of steel roofs has come down in recent months. On a motion by J. Floyd, seconded by M. Sayler, the library will advertise for roof bids for both steel and shingle roofs. Legals will run in the May 21 and 28th KV Post and Rensselaer Republican newspapers. Pre-bid meeting is scheduled for May 26th at DeMotte Library. The last day to receive bids and the bid opening are on June 9th at 4:00 PM at the Rensselaer Library.

Director's Salary: On a motion by T. Schultz, seconded by J. Floyd, the Director's salary will increase at the same rate as the rest of staff as determined by the Board in December. Motion passed.

Advance Draw Resolution: In an effort to receive any property tax monies collected as they become available, M. Sayler made a motion that we request an advanced draw of property taxes collected payable 30 days after submitting the signed resolution. N. Waling seconded the motion. Motion was unanimous.

Art League Request: The Art League has requested permission to place a memorial tree or 5x8' sculpture on the grounds of the Rensselaer Library in memory of Marie Courtight, an artist and avid reader. There would be no cost to the library other than possible maintenance. The Rensselaer Library has no more room for a tree in that the memorial tree garden is full. A sculpture on the grounds could not be protected from vandalism. The board would like to have the director start a dialogue with Loni Burnaska from the Art League to further discuss options for a memorial, size, portability, inside location, and final approval of selection. The board welcomes staff input.

Budget Workshop: Board members are invited to attend the annual Budget Workshop held on June 11th in Indianapolis. Reservations need to be placed quickly. State Library is a popular location for these meetings.

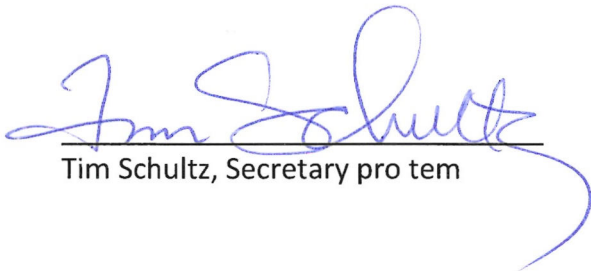
Director's Report: The library received a little more than \$5,000 in a class action settlement between the Dept of Justice and AT&T over Internet connectivity going back several years.

The library is part of a pilot project for PLINKIT, a software design program for our website. This software will make it easier for us to maintain our web page. Our current website is very complicated and time-consuming to keep up.

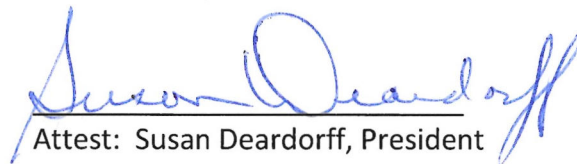
The board is honoring A-M Egan, outgoing board member, with a donation to the Jasper Foundation. The Rensselaer Republican ran a great article on A-M Egan's service to the library.

The Wheatfield wetland on the south is being threatened by excess water drainage from the bowling alley. The Wheatfield Building inspector Mark Dyke was informed and has spoken to the property owner, indicating that he is to direct all water to his own drainage. Some work appears to have been done, but it seems to be a work in progress. We will follow up on the outcome of these improvements.

Adjournment: With no further matters for discussion, M. Sayler moved to adjourn at 5:50 PM.



Tim Schultz, Secretary pro tem



Attest: Susan Deardorff, President

CIRCULATION BY HOLDINGS CODE

May 2009

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
Award Winner JBIO (DAJBIO)	0	0	0	0
Award Winner JE (DAJE)	0	0	0	0
Award Winner JFIC (DAJFIC)	1	0	0	1
Award Winner JNF (DAJNF)	0	0	0	0
Award Winner JPFIC (DAJBPF)	0	0	0	0
Award Winning fiction (DAWFIC)	43	2	1	46
Award Winning non-fiction (DAWN)	2	0	0	2
Award Winner YAFIC (DAYAF)	0	0	0	0
Award Winner YAPFIC (DAYPBF)	0	0	0	0
Biography (DBIO)	56	3	1	60
Books on CD (DBKCD)	95	2	1	98
Books on Tape (DBKT)	15	0	0	15
Compact Disc (DCD)	427	16	13	456
Digital Audiobooks (DDA)	4	0	0	4
DVD (DDVD)	1440	15	8	1463
Equipment (DEQP)	206	0	1	207
See librarian (DERR)	0	0	0	0
Express Book (DEXP)	41	0	0	41
Fiction (DFIC)	831	29	28	888
Fiction Fantasy (DFICF)	27	8	0	35
Fiction Mystery (DFICM)	143	4	2	149
Fiction New (DFICNEW)	541	17	8	566
Fiction Science Fiction (DFICSF)	13	0	1	14
Fiction Western (DFICW)	28	0	0	28
Genealogy (DGENE)	0	0	0	0
Genealogy Mag (DGMAG)	0	0	0	0
Graphic Novels (DGN)	35	0	0	35
Hanging Bags (DHANG)	36	0	0	36
ILL (DILL)	77	2	1	80
Internet (DINTER)	1307	0	0	1307
Juv. Audio book (DJAUDB)	10	1	0	11
Juv. Biography (DJBIO)	28	1	4	33
Juv. Book on CD (DJBKCD)	0	0	0	0
Juv. Book on Tape (DJBKT)	0	0	0	0
Juv. Compact Disc (DJCD)	52	2	0	54
Juvenile Easy (DJE)	635	15	3	653
Juv. Easy Non-fiction (DJENF)	82	2	0	84
Juv. Easy Reader (DJER)	288	2	0	290
Juv. Fiction (DJFIC)	455	17	9	481
Juv. Holiday books (DJHOL)	12	0	0	12
Juv. Magazine (DJMAG)	26	0	0	26
Juv. Music Cassette (DJMC)	0	0	0	0
Juv. Nonfiction (DJNF)	387	13	19	419
Juv. Nonfic Text Bk (DJNFTB)	0	0	0	0
Juv. Paperback fic (DJPBF)	0	0	0	0
Juv. Professional Coll. (DJPRO)	0	0	0	0
Juv. Reference (DJREF)	0	0	0	0
Juv. Toddler (DJTOD)	104	3	1	108
Large Print Fiction (DLPF)	101	4	1	106

Large Print Nonfic (DLPNF)	10	2	1	13
Magazine (DMAG)	838	0	8	846
Music Cassette (DMCAS)	0	0	0	0
Nonfiction 000 (DNF000)	23	4	0	27
Nonfiction 100 (DNF100)	21	7	1	29
Nonfiction 200 (DNF200)	22	4	1	27
Nonfiction 300 (DNF300)	85	11	3	99
Nonfiction 400 (DNF400)	3	0	0	3
Nonfiction 500 (DNF500)	10	1	1	12
Nonfiction 600 (DNF600)	277	14	8	299
Nonfiction 700 (DNF700)	127	3	6	136
Nonfiction 800 (DNF800)	24	6	1	31
Nonfiction 900 (DNF900)	95	1	2	98
Nonfiction DVD (DNFDVD)	36	5	0	41
Nonfiction (DNFIC)	0	0	0	0
Nonfiction New (DNFNEW)	144	12	3	159
Nonfiction VHS (DNFVHS)	16	1	0	17
Oversize (DOVER)	1	0	0	1
Professional Coll. (DPROF)	0	0	0	0
Parent Shelf Juv. Fic (DPSJFic)	0	0	0	0
Parent Shelf Juv. NF (DPSJNF)	6	0	1	7
Reference (DREF)			0	0
Ref. Magazine (DRMAG)	0	0	0	0
Reference Software (DRSW)	0	0	0	0
Spanish Collection (DSPA)	6	0	0	6
Software (DSWAR)	65	0	2	67
Vertical File (DVF)	4	0	0	4
VHS (DVHS)	241	2	1	244
YA Audio book (DYAUSB)	5	1	2	8
YA Biography (DYAB)	3	0	0	3
YA Books on CD (DYABKCD)	0	0	0	0
YA Books on Tape (DYABKT)	0	0	0	0
YA Fiction (DYAF)	305	12	9	326
YA Nonfiction (DYANF)	21	0	1	22
YA Paperback Fic (DYAPBF)	1	0	0	1
Storage (DZSTO)	1	0	0	1
Award Winner JBIO (RAJBIO)	0	0	0	0
Award Winner JE (RAJE)	0	0	0	0
Award Winner JFIC (RAJFIC)	0	0	0	0
Biography (RBIO)	3	42	2	47
Books on CD (RBKCD)	2	167	2	171
Books on Tape (RBKT)	0	20	0	20
Compact Disc (RCD)	25	440	5	470
Digital Audiobooks (RDA)	0	4	0	4
DVD (RDVD)	6	2445	6	2457
Equipment (REQP)	0	69	0	69
See librarian (RERR)	0	0	0	0
Express Book (REXP)	0	56	1	57
Fiction (RFIC)	17	893	15	925
Fiction New (RFICNEW)	27	424	12	463
Genealogy (RGENE)	0	0	0	0
Genealogy Mag (RGMAG)	0	0	0	0
Gen. Milroy Coll (RGMIL)	0	0	0	0
Graphic Novels (RGN)	1	85	2	88

Hanging Bag (RHANG)	0	18	0	18
ILL (RILL)	1	69	0	70
Internet (RINTER)	0	2275	0	2275
Juv. Audio book (RJAUDB)	0	21	2	23
Juv. Biography (RJBIO)	1	29	0	30
Juv. Book on CD (RJBKCD)	0	0	0	0
Juv. Book on Tape (RJBKT)	0	0	0	0
Juv. Compact Disc (RJCD)	0	50	0	50
Juvenile Easy (RJE)	3	676	1	680
Juv. Easy Non-fiction (RJENF)	0	76	0	76
Juv. Easy Reader (RJER)	0	364	4	368
Juv. Fiction (RJFIC)	16	456	8	480
Juv. Magazine (RJMAG)	0	19	0	19
Juv. Music Cassette (RJMC)	0	0	0	0
Juv. Nonfiction (RJNF)	13	488	7	508
Juv. Paperback fic (RJPBF)	0	0	0	0
Juv. Professional Coll. (RJPRO)	0	1	0	1
Juv. Reference (RJREF)	0	0	0	0
Juv. Toddler (RJTOD)	1	159	1	161
Large Print Fiction (RLPF)	16	158	7	181
Large Print Nonfic (RLPNF)	1	12	0	13
Magazine (RMAG)	1	370	1	372
Music Cassette (RMCAS)	0	0	0	0
Non-Fiction 000 (RNF000)	0	19	0	19
Non-Fiction 100 (RNF100)	2	22	0	24
Non-Fiction 200 (RNF200)	4	68	0	72
Non-Fiction 300 (RNF300)	17	96	6	119
Non-Fiction 400 (RNF400)	1	7	0	8
Non-Fiction 500 (RNF500)	0	28	0	28
Non-Fiction 600 (RNF600)	10	202	12	224
Non-Fiction 700 (RNF700)	4	96	2	102
Non-Fiction 800 (RNF800)	1	31	0	32
Non-Fiction 900 (RNF900)	6	69	4	79
Nonfiction DVD (RNFDVD)	4	112	3	119
Nonfiction (RNFIC)	0	0	0	0
Nonfiction new (RNFNEW)	9	151	3	163
Nonfiction VHS (RNFVHS)	10	52	0	62
Oversize (ROVER)	0	0	0	0
Professional Coll. (RPRO)	0	1	0	1
Reference (REF)	0	0	0	0
Reference Business (RREFB)	0	0	0	0
Ref. Magazine (RRMAG)	0	0	0	0
Ready Reference (RRR)	0	0	0	0
Reference Software (RRSW)	0	0	0	0
Spanish Collection (RSPA)	0	24	0	24
Software (RSWAR)	2	108	1	111
Vertical File (RVF)	0	1	0	1
VHS (RVHS)	0	150	0	150
YA Audio book (RYAUDB)	0	13	2	15
YA Biography (RYAB)	0	2	0	2
YA Books on CD (RYABKCD)	0	0	0	0
YA Books on Tape (RYABKT)	0	0	0	0
YA Fiction (RYAF)	19	205	8	232
YA Nonfiction (RYANF)	2	32	0	34
YA Paperback Fic (RYAPBF)	0	0	0	0

Storage (RZSTO)	0	0	0	0
Award Winner JE (WAJE)	0	0	0	0
Biography (WBIO)	5	2	19	26
Books on CD (WBKCD)	9	10	136	155
Books on Tape (WBKT)	0	3	13	16
Compact Disc (WCD)	27	12	303	342
Digital Audiobooks (WDA)	0	0	1	1
DVD (WDVD)	9	21	1411	1441
Equipment (WEQP)	0	0	53	53
See librarian (WERR)	0	0	0	0
Express Book (WEXP)	0	0	43	43
Fiction (WFIC)	47	36	419	502
Fiction Fantasy (WFICF)	0	0	14	14
Fiction Mystery (WFICM)	7	6	73	86
Fiction New (WFICNEW)	32	29	354	415
Fiction Science Fiction (WFICSF)	1	2	7	10
Fiction Western (WFICW)	0	1	5	6
Genealogy (WGENE)	0	0	0	0
Genealogy Mag (WGMAG)	0	0	0	0
Graphic Novels (WGN)	3	0	8	11
Hanging Bags (WHANG)	0	0	1	1
ILL (WILL)	0	0	55	55
Internet (WINTER)	0	0	915	915
Juv. Audio book (WJAUDB)	0	0	5	5
Juv. Biography (WJBIO)	1	0	5	6
Juv. Book on CD (WJBKCD)	0	0	0	0
Juv. Book on Tape (WJBKT)	0	0	0	0
Juv. Compact Disc (WJCD)	1	1	25	27
Juvenile Easy (WJE)	25	11	489	525
Juv. Easy Non-fiction (WJENF)	6	0	49	55
Juv. Easy Reader (WJER)	3	1	126	130
Juv. Fiction (WJFIC)	8	20	258	286
Juv. Magazine (WJMAG)	0	0	24	24
Juv. Music Cassette (WJMC)	0	0	0	0
Juv. Nonfiction (WJNF)	7	6	308	321
Juv. Paperback fic (WJPBF)	0	0	0	0
Juv. Professional Coll. (WJPRO)	0	0	0	0
Juv. Reference (WJREF)	0	0	0	0
Juv. Toddler (WJTOD)	0	5	62	67
Large Print Fiction (WLPF)	13	5	66	84
Large Print Nonfic (WLPNF)	1	2	8	11
Magazine (WMAG)	7	1	377	385
Non-Fiction 000 (WNF000)	1	2	8	11
Non-Fiction 100 (WNF100)	1	1	8	10
Non-Fiction 200 (WNF200)	3	0	13	16
Non-Fiction 300 (WNF300)	5	1	40	46
Non-Fiction 400 (WNF400)	0	0	5	5
Non-Fiction 500 (WNF500)	0	1	10	11
Non-Fiction 600 (WNF600)	14	3	201	218
Non-Fiction 700 (WNF700)	5	2	48	55
Non-Fiction 800 (WNF800)	2	0	8	10
Non-Fiction 900 (WNF900)	1	3	49	53
Nonfiction DVD (WNFDVD)	2	0	78	80
Nonfiction (WNFIC)	0	0	0	0

Nonfiction New (WNFNEW)	13	7	95	115
Nonfiction VHS (WNFVHS)	0	0	20	20
Professional Coll. (WPROF)	0	0	0	0
Parent Shelf Juv. Fic (WPJF)	0	0	0	0
Parent Shelf Juv. NF (WPSJNF)	0	0	0	0
Reference (WREF)	0	0	0	0
Ref. Magazine (WRMAG)	0	0	0	0
Reference Software (WRSWAR)	0	0	0	0
Spanish Collection (WSPA)	0	0	0	0
Software (WSWAR)	1	0	87	88
Vertical File (WVF)	0	0	4	4
VHS (WVHS)	1	2	171	174
YA Audio book (WYAUDB)	1	1	4	6
YA Biography (WYAB)	0	0	2	2
YA Books on CD (WYABKCD)	1	0	3	4
YA Books on Tape (WYABKT)	0	0	0	0
YA Fiction (WYAF)	19	11	157	187
YA Nonfiction (WYANF)	2	0	32	34
YA Paperback Fic (WYAPBF)	0	0	0	0
Storage (WZSTO)	0	1	0	1
TOTAL	10447	11828	6945	29220

CIRCULATION BY HOLDINGS CODE
May 2009

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
Award Winner JBIO (AJBIO)	0	0	0	0
Award Winner JE (AJE)	0	0	0	0
Award Winner JFIC (AJFIC)	1	0	0	1
Award Winner JNF (AJNF)	0	0	0	0
Award Winner JPFIC (AJPF)	0	0	0	0
Award Winning fiction (AWFIC)	43	2	1	46
Award Winning non-fiction (AWNf)	2	0	0	2
Award Winner YAFIC (AYAF)	0	0	0	0
Award Winner YAPFIC (YAYPBF)	0	0	0	0
Biography (BIO)	64	47	22	133
Books on CD (BKCD)	106	179	139	424
Books on Tape (BKT)	15	23	13	51
Compact Disc (CD)	479	468	321	1268
Digital Audiobooks (DA)	4	4	1	9
DVD (DVD)	1455	2481	1425	5361
Equipment (EQP)	206	69	54	329
See librarian (ERR)	0	0	0	0
Express Book (EXP)	41	56	44	141
Fiction (FIC)	895	958	462	2315
Fiction Fantasy (FICF)	27	8	14	49
Fiction Mystery (FICM)	150	10	75	235
Fiction New (FICNEW)	600	470	374	1444
Fiction Science Fiction (FICSF)	14	2	8	24
Fiction Western (FICW)	28	1	5	34
Genealogy (GENE)	0	0	0	0
Genealogy Mag (GMAG)	0	0	0	0
Gen. Milroy Coll (GMIL)	0	0	0	0

Graphic Novels (GN)	39	85	10	134
Hanging Bags (HANG)	36	18	1	55
ILL (ILL)	78	71	56	205
Internet (INTR)	1307	2275	915	4497
Juv. Audio book (JAUDB)	10	22	7	39
Juv. Biography (JBIO)	30	30	9	69
Juv. Book on CD (JBCD)	0	0	0	0
Juv. Book on Tape (JBKT)	0	0	0	0
Juv. Compact Disc (JCD)	53	53	25	131
Juvenile Easy (JE)	663	702	493	1858
Juv. Easy Non-Fiction (JENF)	88	78	49	215
Juv. Easy Reader (JER)	291	367	130	788
Juv. Fiction (JFIC)	479	493	275	1247
Juv. Holiday (JHOL)	12	0	0	12
Juv. Magazine (JMAG)	26	19	24	69
Juv. Music Cassette (JMC)	0	0	0	0
Juv. Nonfiction (JNF)	407	507	334	1248
Juv. Nonfic Text Bk (JNFT)	0	0	0	0
Juv. Paperback fic (JPBF)	0	0	0	0
Juv. Professional Coll. (JPRO)	0	1	0	1
Juv. Reference (JREF)	0	0	0	0
Juv. Toddler (JTOD)	105	167	64	336
Large Print Fiction (LPF)	130	167	74	371
Large Print Nonfic (LPNF)	12	16	9	37
Magazine (MAG)	846	371	386	1603
Music Cassette (MCAS)	0	0	0	0
Non-Fiction 000 (NF000)	24	25	8	57
Non-Fiction 100 (NF100)	24	30	9	63
Non-Fiction 200 (NF200)	29	72	14	115
Non-Fiction 300 (NF300)	107	108	49	264
Non-Fiction 400 (NF400)	4	7	5	16
Non-Fiction 500 (NF500)	10	30	11	51
Non-Fiction 600 (NF600)	301	219	221	741
Non-Fiction 700 (NF700)	136	101	56	293
Non-Fiction 800 (NF800)	27	37	9	73
Non-Fiction 900 (NF900)	102	73	55	230
Non-Fiction DVD (NFDVD)	42	117	81	240
Nonfiction (NFIC)	0	0	0	0
Nonfiction New (NFNEW)	166	170	101	437
Nonfiction VHS (NFVH)	26	53	20	99
Oversize (OVER)	1	0	0	1
Professional Coll. (PROF)	0	1	0	1
Parent Shelf Juv. Fic (PJF)	0	0	0	0
Parent Shelf Juv. NF (PSJNF)	6	0	1	7
Reference (REF)	64	69	43	176
Reference Business (REFB)	0	0	0	0
Ref. Magazine (RMAG)	0	0	0	0
Ready Reference (RRR)	0	0	0	0
Reference Software (RSWAR)	0	0	0	0
Spanish Collection (SPA)	6	24	0	30
Software (SWAR)	68	108	90	266
Vertical File (VF)	4	1	7	12
VHS	242	154	172	568
YA Audio book (YAUDB)	6	15	8	29
YA Biography (YAB)	3	2	2	7

YA Books on CD (YABKCD)	1	0	3	4
YA Books on Tape (YABKT)	0	0	0	0
YA Fiction (YAF)	343	228	174	745
YA Nonfiction (YANF)	25	32	33	90
YA Paperback Fic (YAPBF)	1	0	0	1
Storage (ZSTO)	1	1	0	2
				0
Free reads	321	458	89	868
Games/Puzzles	0	1	0	1
Talking books	0	0	0	0
Assignment Shelf Books	0	0	0	0
TOTAL	10832	12356	7080	30268

	DeMotte	Rensselaer	Wheatfield	
ADULT BOOKS				
Fiction	2207	2131	1145	5483
Nonfiction	1155	1100	668	2923
CHILDREN'S BOOKS				
Fiction	1582	1731	963	4276
Nonfiction	545	616	393	1554
YA BOOKS				
Fiction	383	313	184	880
Nonfiction	28	34	35	97
Magazines, Adult	846	371	386	1603
Magazines, Children	26	19	24	69
Sound Recordings, adult	611	689	485	1785
Sound Recordings, ch	99	93	33	225
Online databases	0	0	0	0
Software	68	108	90	266
Vertical file	4	1	7	12
VHS/DVD	1765	2805	1698	6268
Equipment	206	69	54	329
Total	9525	10080	6165	25770
A-V Circulation	2543	3695	2306	8544
A-V Circulation as % of total	26.7%	36.7%	37.4%	33.2%

May 2009

DEMOTTE

WHEATFIELD

Added

Withdrew

Circulation

Added

Withdrew

Circulation

Added

Withdrew

Circulation

Total

Circ.

Fiction	89	8	2,207	60	23	2,131	65	1	1,145	5,483
Nonfiction	124	15	1,155	159	11	1,100	65	22	668	2,923

Fiction	73	4	1,582	53	14	1,731	34	0	963	4,276
Nonfiction	20	368	545	30	4	616	5	0	393	1,554

Fiction	20	0	383	39	76	313	20	0	184	880
Nonfiction	19	0	28	3	0	34	1	0	35	97

Magazines,Adult	846	371	386	1.603
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Magazines, Child	26	19	24	69
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Games, Toys	0
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Sound Rec/Adult	32	1	611	45	5	689	27	0	485	1.785
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Sound Rec/Child	0	2	99	7	0	93	2	0	33	225
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[illegible]

Software	0	0	68	0	20	108	0	0	90	266
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Software	0	0	33	0	20	100	0	0	33	200
Vertical Files	0	0	4	0	0	1	0	0	7	10

Vertical Files	0	0	75	0	0	1	0	0	7	12
VHS / DVD	41	2	1,765	6	2	2,895	62	1	1,622	6,262

VHS/DVD	41	2	1,763	0	2	2,603	09	1	1,698	0,208
Environment			336			60			14	208

[illegible]

TOTAL	418	400	9,525	402	155	10,080	288	24	6,165	25,770
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DEMOTTE

RENSSELAER

WHEATFIELD

Total Materials Owned	67,009	57,772	43,661
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Circulation Increase/Decrease	-2.0%	10.9%	-2.8%
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[illegible]

MONTHLY SYSTEM STATISTICS

2008

2009

% change

Current month's Circulation	25,150	25,770	2.5%
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Jan. to date circulation	128,211	139,989	9.2%
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DEMOTTE COLLECTION		RENSSELAER COLLECTION		WHEATFIELD COLLECTION	
Start of Month	End of Month	Start of Month	End of Month	Start of Month	End of Month
Volumes	Volumes	Volumes	Volumes	Volumes	Volumes
ADULT BOOKS					
18,160	18,241	11,376	11,413	12,152	12,216
17,608	17,717	18,872	19,020	9,678	9,721
CHILDREN'S BKS					
13,082	13,151	10,604	10,643	8,894	8,928
8,895	8,547	5,694	5,720	4,880	4,885
YA BOOKS					
2,139	2,159	2,174	2,137	1,810	1,830
444	463	672	675	163	164
Magazines,Adult					
Magazines, Child					
Games, Toys					
2,508	2,539	2,998	3,038	2,824	2,851
567	565	417	424	531	533
25	25	16	16	1	1
340	340	381	361	153	153
3	3			0	0
3,101	3,140	4,159	4,163	2,254	2,322
119	119	142	142	57	57
66,991	67,009	57,525	57,772	43,397	43,661

JASPER COUNTY PUBLIC LIBRARY MONTHLY REPORT

May 2009

R5

	DeMotte		Rensselaer		Wheatfield		TOTAL	HOURS SPENT
		Hrs.		Hrs.		Hrs.		
INTRALIBRARY LOANS FILLED	198	43	188	41	289	63	675	146
LOCAL HISTORY								
In person	0	0	2	1	0	0	2	1
Letters written	0	0	10	10	0	0	10	10
IN-HOUSE USE - HARDWARE/SOFTWARE								
Internet use	1307	54	2275	95	915	38	4497	187
Computer software used	133	11	247	21	151	13	531	44
VCR Use	0	0	2	0	0	0	2	0
Microforms	0	0	18	2	0	0	18	2
CD ROM/Online databases	219	18	394	33	158	13	771	64
Typewriter use	1	0	0	0	0	0	1	0
Other equipment used	1	0	0	0	0	0	1	0
OTHER LIBRARY SERVICES USED								
Outreach activities	36	36	7	5	0	0	43	29
Notarized documents	6	2	10	3	1	0	17	4
Meeting Room Use (no. of group)	33	11	58	19	28	9	119	40
Study room use	31	3	37	3	10	1	78	7
Proctoring	4	2	0	0	1	1	5	3
Tax Forms distributed	0	0	0	0	0	0	0	0
Pull Requests	0	0	0	0	0	0	0	0
IN-HOUSE USE ITEMS	55		299		104		458	
WIRELESS USE via patron owned pcs	113		225		62		400	
SELF-CHECKOUT USE	397		994		534		1925	
INTERLIBRARY LOANS								
Requests made for:	77	19	81	20	39	10	197	49
Items rec'd for:	64	32	69	35	43	22	176	88
Items requested by other libraries	0		0		0		0	
Items supplied to other libraries	0	0	0	0	0	0	0	0

REGISTRATIONS

Total Borrowers	7828	7950	4346	20124
Non-resident, paying	1	3	0	4
PLAC card users	0	4	1	5
Reciprocal borrowers	378	366	84	828
Number of New Patrons Added	73	44	32	149
Number of Patron Cards Expired	262	231	109	602

PROGRAMS

	DeMotte	Rensselaer	Wheatfield	TOTAL	HOURS SPENT
	Hrs.	Hrs.	Hrs.		

Programs for all ages	0	0	3	18	0	0	3	18
Children's Programs (0-13)	6	36	14	84	12	72	32	192
Number attending	606		867		565		2038	
YA Programs (14-17)	4	24	1	6	1	6	6	36
Number attending	283		9		255		547	
Adult Programs	1	6	4	24	2	12	7	42
Number attending	34		111		26		171	
Senior Citizen Programs	10	60	12	72	2	12	24	144
Number attending	101		119		18		238	
Total Number of Programs	21	126	34	204	17	102	72	432
Total Persons Attending	1024		1106		864		2994	
Total Attending Same Month Last	1056		1300		991		3347	
Total Staff Hours Spent		357		491		271	1119	1107
Total Number of In-House Program	10		27		12		49	
Total Attendance	648		238		109		995	
Total Number of Outreach Program	11		7		5		23	
Total Attendance	376		868		755		1999	

CIRCULATION BY PATRON CODE

PATRONS	DeMotte		Rensselaer		Wheatfield		ALL LIBRARIES	
	Items Loaned	% of Total	Items Loaned	% of Total	Items Loaned	% of Total	Items Loaned	% of Total
Adult	6512	68.8%	6433	64.3%	4236	69.2%	17181	67.1%
Corporate	20	0.2%	34	0.3%	0	0.0%	54	0.2%
Juvenile 0-11	361	3.8%	588	5.9%	177	2.9%	1126	4.4%
Juvenile-AV	1007	10.6%	1116	11.1%	630	10.3%	2753	10.8%
Nonresident No Fee	93	1.0%	114	1.1%	134	2.2%	341	1.3%
Nonresident Fee	0	0.0%	9	0.1%	0	0.0%	9	0.0%
PLAC (state library card)	0	0.0%	2	0.0%	0	0.0%	2	0.0%
Reciprocal Adult	360	3.8%	199	2.0%	97	1.6%	656	2.6%
Reciprocal Juvenile	0	0.0%	6	0.1%	0	0.0%	6	0.0%
Reciprocal Juvenile AV	0	0.0%	27	0.3%	0	0.0%	27	0.1%
Reciprocal YA	47	0.5%	0	0.0%	0	0.0%	47	0.2%
Reciprocal YA AV	4	0.0%	2	0.0%	0	0.0%	6	0.0%
School	0	0.0%	7	0.1%	0	0.0%	7	0.0%
School AV	0	0.0%	3	0.0%	0	0.0%	3	0.0%
St. Joseph College	0	0.0%	35	0.3%	0	0.0%	35	0.1%
Staff	568	6.0%	915	9.1%	537	8.8%	2020	7.9%
Walking books	103	1.1%	48	0.5%	2	0.0%	153	0.6%
YA 12-17	92	1.0%	63	0.6%	28	0.5%	183	3.8%
YA-AV	294	3.1%	411	4.1%	278	4.5%	983	3.8%
Total	9461		10012		6119		25592	
All items borrowed by nonresidents	504	5.3%	404	4.0%	231	3.8%	1139	4.5%

AUDIOVISUAL EQUIPMENT LOAN POLICY

This policy applies to all A-V equipment available for loan except the LCD Projector, which has a separate policy for its use by patrons.

1. All audiovisual equipment available for loan may be borrowed for a period of 24 hours only unless special arrangements have been made through the agency librarian.
2. All equipment, that will be used outside of the library, requires a \$10 deposit and a \$2.00 per day fee. The deposit will be returned when the equipment is returned undamaged. The organization or individual is responsible for replacement or repair cost of item beyond normal wear, as determined by staff.
3. No fee will be charged for use of equipment in the library.
4. Persons borrowing equipment must be 18 years of age and be ~~currently~~ registered JCPL users a cardholder in good standing.
5. FINES: A fine of \$2.00 per day will be assessed for equipment returned after the agreed upon time.
6. All employees and board members of JCPL are exempt from paying any fees, deposits or fines, but they are responsible for repair or replacement costs of any item beyond normal wear.

5/94; 4/07

VHS and DVD POLICY

1. Borrower must be a registered JCPL library user in good standing.
2. Borrower must be 18 years of age or older or 17 years of age and younger with a consent form signed by a parent/legal guardian to borrow VHS/DVDs.
3. Loan period for entertainment VHS/DVDs will be two days including Sundays and holidays with no renewals. If the date due falls on a day the library is closed, the date due will be the next date the library is open. Loan period for nonfiction VHS and nonfiction DVDs will be three weeks.
4. Entertainment VHS/DVDs may be borrowed for an extended loan period of 1 week with no renewals for educational purposes and for civic organizations. Civic organizations or other entities borrowing VHS/DVDs for public performance may obtain an extended loan. It is the group's responsibility to determine that the VHS/DVD has been cleared for public performance.
5. Each person may borrow two (2) entertainment VHS, two (2) entertainment DVDs and two (2) nonfiction VHS, and (2) nonfiction DVDs which he/she must return before borrowing others.
6. Fines will be \$1.00 per day per title returned after due date.
7. No reserves will be taken on VHS or DVDs except in the following situations:

A teacher or student wishing to use a VHS or DVD in an educational setting may reserve the item for a specific date. For student reserves, verification from a teacher may be required. Other group leaders wishing to use a VHS/DVD may also reserve the item for a specific date. In all cases, the VHS/DVD may not be reserved more than 7 days prior to the date needed. If an item is not available, the patron may request that staff place a hold on the desired item if it is currently on the shelf at another branch.

Adopted 5/94; last revised 4/07

Internet Use Policy

Jasper County Public Library (JCPL) multi-use workstations provide access to the Internet, reference resources, online catalog and Microsoft Office software.

The Internet contains a wide variety of material and opinions. Some websites contain material that may be inaccurate, defamatory, illegal or offensive to some people. Users are responsible for determining that the information they access is reliable and suited to their needs.

JCPL staff will identify on its homepage selected, particularly useful, websites. They stand ready to guide patrons in finding reliable information on the Internet. JCPL has no control over material residing on the Internet and specifically denies any responsibility for the accuracy or quality of information obtained there.

Privacy/confidentiality: The library cannot guarantee the confidentiality of personal information transmitted over the Internet. Users should closely guard personal information, credit card numbers, passwords, and other types of authorizations when on the Internet. Parents should instruct their children NEVER to give out personal information (name, address, phone number) online.

Children and the Internet: Children ages 16 and under must have parental permission to use the Internet or view materials on the Internet. Parents of minors should be aware of the existence of material which they might consider inappropriate for their children and should educate their children to be responsible Internet users. Even though an Internet filter is active on Internet workstations, parents should realize a filter is only partially effective and monitor their children's use of the Internet. The Library staff cannot determine what a parent will consider appropriate for his/her child.

Online catalog computers give access through the Internet to INSPIRE and other online databases. Branches with Genealogy computers allow access to the Internet for genealogical research. Genealogy and online catalog computers/printers are accessible to all patrons 6th grade and older. Parental consent is not required for minors.

Individuals Using Their Own Equipment: Wireless Internet access is available at all JCPL locations. Patrons are welcome to bring laptop computers into each of our branches; however, patrons must provide their own wireless network cards that are compatible with 802.11g standard. Technical support is not available for personal laptops. **Individuals using their own equipment remain subject to the terms of this policy.** Patrons need to be aware that wireless networks are inherently insecure and it is strongly recommended that they

Rules for Usage: JCPL has the right to set and enforce rules concerning the use of the Internet and to change those rules at any time, without notice. The user is expected to abide by the following rules:

1. Some material on the Internet is abusive, profane, sexually-oriented or illegal. Accessing these materials from library computers is inappropriate and prohibited. Examples of inappropriate conduct include but are not limited to:
 - use of the Internet for illegal purposes
 - use of the Internet to send or display sexually explicit or sexually suggestive materials
 - use of the Internet to send unsolicited commercial material or spam
 - engaging in harassing behavior such as sending or posting slanderous, sexual, threatening or patently offensive messages
 - activities that could interfere with or disrupt computer users, services, or equipment
2. All communications and information accessible via the Internet should be assumed to be private property. Copyright restrictions and licensing agreements may not be violated.
3. The Library uses Internet filtering software. Federal law requires that everyone age 16 and under use the filtering software. Parents may not authorize filter disabling for their children. Adults may request that the filter be disabled for their own personal use.
4. Because the library is a public place, staff has the authority to end an Internet session when the Internet Use Policy is violated. Internet access rights may be suspended or revoked by the JCPL staff at any time, without prior notice or hearing, for violation of the conditions of use set forth in this document. JCPL will be the sole arbiter of what constitutes abusive conduct or violation of the JCPL Internet Use Policy.
5. Use of the Internet by both patrons and staff may be monitored.
6. The Library reserves the right to limit the amount of time users may spend online.

In consideration for the privilege of using JCPL's Internet access, users hereby release and hold harmless JCPL from any and all claims of any nature arising from their use, or inability to use, the Internet.

2/96; revised 6/04; revised 3/06; reviewed 6/08

Internet Use Policy (for employees)

The Internet Use Policy, as stated above, applies to both patrons and employees. The following additional provisions apply specifically to employees.

All workplace technology--telephone systems, computers, email & voice mail systems, etc., are business equipment owned by JCPL. All communications and activities conducted on company-owned equipment are the property of the library. Employees should have no expectation of privacy when using library-owned equipment.

Passwords used by employees prevent unauthorized access by other employees but should not be construed as creating an expectation of privacy from authorized access for monitoring purposes.

Employees violating library policy with regard to use of workplace technology will be disciplined.

6/03; revised 3/06; revised 9/06; reviewed 6/08

RESOLUTION TO CHANGE A NON RESIDENT FEE

Whereas, IC 20-14-2-8 requires that an individual non resident fee be established for a local library card issued to an Indiana resident who is not a resident of the library district and that the minimum fee that the board may set is the greater of \$25 or the library district's operating fund expenditure per capita in the most recent year for which that information is available in the Indiana State Library's annual "Statistics of Indiana Libraries", the Jasper County Public Library Board resolves to establish a non resident fee of \$62, effective June 8, 2009.

Be it further resolved that this fee will remain in effect until such time that the Library Board passes a new non resident fee resolution.

Adopted this 8th day of June, 2009.

NAY

AYE

Mari Anne Sayler
Deana K. George
Susan Orendoff
Patty Stringfellow
Jan C. Floyd
Imanthy N. Schmitt

Attest:

Mari Anne Sayler
Secretary of Library Board

Resolution to Request Advance Draw

Whereas, it has been determined that the Jasper County Public Library needs additional funds to operate; therefore, we the Board of Trustees of the Jasper County Public Library do resolve to approve this request to the County Auditor and County Treasurer for 95% of all possible revenues received to date for the Library Operating Fund, Library Capital Projects Fund, and General Obligation Bond Fund to the Jasper County Public Library, payable 30 days from the date of this resolution.

ADOPTED THIS __8th__ DAY OF __June_____, 2009.

NAY

AYE

Mari Anne Sayler
Deana K. George
Susan Deadoff
Jan A. Floyd
Timothy M. E. Kelly

ATTEST:

Mari Anne Sayler

Secretary of the Jasper County Public Library Board

JCPL FINANCIAL STATEMENT

May 31, 2009

	<u>Beginning 2009 Balance</u>	<u>Current Month Disbursements</u>	<u>Y-T-D Disbursements</u>	<u>Current Month Receipts</u>	<u>Y-T-D Receipts</u>	<u>Ending Balance</u>
Operating Fund	\$586,496.58	\$153,359.77	\$764,833.56	\$54,565.20	\$420,241.51	\$241,904.53
Includes Investments of:						
Public Library Access Card Fund	\$60.00	\$0.00	\$90.00	\$0.00	\$30.00	\$0.00
Gift Fund	\$5,910.61	\$970.43	\$2,828.46	\$1,066.96	\$6,570.53	\$9,652.68
DeMotte	\$1,834.58	\$675.43	\$1,035.77	\$0.00	\$1,360.17	\$2,158.98
Rensselaer	\$2,369.46	\$106.47	\$1,498.85	\$200.00	\$3,997.41	\$4,868.02
Wheatfield	\$1,706.57	\$188.53	\$293.84	\$866.96	\$1,212.95	\$2,625.68
Library Improvement Reserve Fund	\$216,342.26	\$0.00	\$0.00	\$266.36	\$1,423.16	\$217,765.42
Includes Investments of:						
Bond & Interest Redemption Fund	\$109,471.48	\$0.00	\$159,802.50	\$0.00	\$40,732.71	(\$9,598.31)
Includes Investments of:	\$0.00					
Rainy Day Fund	\$168,751.12	\$490.00	\$1,297.50	\$0.00	\$98,549.78	\$266,003.40
Includes Investments of:	\$0.00					
State Technology Fund G	\$6,731.97	\$880.00	\$7,500.00	\$0.00	\$0.00	(\$768.03)
Capital Projects Fund	\$523,219.14	\$0.00	\$0.00	\$751.24	\$34,854.86	\$558,074.00
Includes Investments of:	\$0.00					
Host/Hospitality Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Levy Excess Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$84,309.00	\$84,309.00
Sales Tax	\$5.32	\$0.00	\$5.22	\$0.18	\$14.80	\$14.90
Construction Fund	\$186,153.76	\$0.00	\$1,296.12	\$167.15	\$931.27	\$185,788.91
Includes Investments of	\$0.00					
Petty Cash Funds	\$120.00	\$0.00	\$0.00	\$0.00	\$0.00	\$120.00
Cash Change Fund	\$90.00	\$0.00	\$0.00	\$0.00	\$0.00	\$90.00
Payroll Withholding Accts.						
FIT Tax Collected	\$0.00	\$5,353.08	\$28,897.83	\$5,353.08	\$28,897.83	\$0.00
FICA Tax Collected	\$0.00	\$6,308.55	\$31,214.71	\$6,308.55	\$31,214.71	\$0.00
State Tax Collected	\$2,770.46	\$3,071.81	\$14,559.26	\$3,043.77	\$14,832.57	\$3,043.77
County Tax Collected	\$1,982.26	\$2,249.63	\$10,547.42	\$2,203.81	\$10,769.02	\$2,203.86
Deferred Comp.	\$0.00	\$2,520.00	\$12,765.95	\$2,520.00	\$12,765.95	\$0.00
#125 Pre-tax Plan	\$0.00	\$2,219.41	\$11,097.05	\$2,219.41	\$11,097.05	\$0.00
Employee Life Insur.	\$0.00	\$135.80	\$689.00	\$135.80	\$689.00	\$0.00
Employee P.E.R.F.	\$6,532.65	\$0.00	\$13,128.97	\$2,237.60	\$11,095.60	\$4,499.28
Garnishments	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Credit Union	\$0.00	\$2,898.24	\$14,952.76	\$2,898.24	\$14,952.76	\$0.00
EIC	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL ALL FUNDS.....	\$1,814,637.61	\$180,456.72	\$1,075,506.31	\$83,737.35	\$823,972.11	\$1,563,103.41

Bank Balances
Jasper County Public Library
Report as of: 5/31/2009

<i>Bank</i>		
1	Alliance Bank	\$1,143,212.67
2	Demotte State Bank	\$16,126.41
3	Alliance Bank-LIRF Acct	\$217,765.42
5	Cash On Hand	\$210.00
6	Alliance Bank-Construction Ckg.	\$185,788.91
7		
8		
9		
10		
11		
<i>Total all banks =</i>		<i>\$1,563,103.41</i>

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

Appropriation Report for 100 OPERATING FUND

Jasper County Public Library

Report Date: From 5/1/2009 To 5/31/2009

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent
<i>1. Personal Services</i>							
1.11 SALARY OF LIBRARIAN	\$54,835.00	\$0.00	\$54,835.00	\$4,513.60	\$22,502.13	\$32,332.87	41.0
1.12 SALARY OF ASSISTANTS	\$911,677.00	\$0.00	\$911,677.00	\$75,356.83	\$373,392.87	\$538,284.13	41.0
1.13 WAGES OF JANITORS	\$63,718.00	\$0.00	\$63,718.00	\$4,813.85	\$23,236.50	\$40,481.50	36.5
1.21 EMPLOYER'S SHARE-FICA	\$76,037.00	\$0.00	\$76,037.00	\$6,308.55	\$31,214.71	\$44,822.29	41.1
1.22 UNEMPLOYMENT COMPENSATION	\$4,867.00	\$0.00	\$4,867.00	\$0.00	\$2,858.56	\$2,008.44	58.7
1.23 EMPLOYER'S CONTRIB.- PERF	\$64,814.00	\$0.00	\$64,814.00	\$0.00	\$33,744.70	\$31,069.30	52.1
1.24 EMPLOYER'S CONTRIB.- INS.	\$84,247.00	\$0.00	\$84,247.00	\$6,103.54	\$30,504.25	\$53,742.75	36.2
Subtotal	\$1,260,195.00		\$1,260,195.00	\$97,096.37	\$517,453.72	\$742,741.28	41.1
<i>2. Supplies</i>							
2.11 OFFICIAL RECORDS	\$550.00	\$0.00	\$550.00	\$0.00	\$265.97	\$284.03	48.4
2.12 STATIONERY AND PRINTING	\$500.00	\$0.00	\$500.00	\$0.00	\$0.00	\$500.00	0.0
2.13 OTHER OFFICE SUPPLIES	\$10,500.00	\$0.00	\$10,500.00	\$883.65	\$5,315.84	\$5,184.16	50.6
2.21 CLEANING & SANITATION SUPPLIES	\$6,000.00	\$0.00	\$6,000.00	\$401.35	\$2,444.15	\$3,555.85	40.7
2.23 OTHER OPERATING SUPPLIES	\$4,800.00	\$0.00	\$4,800.00	\$114.65	\$1,517.55	\$3,282.45	31.6
2.31 BUILDING MATERIALS & SUPPLIES	\$1,000.00	\$0.00	\$1,000.00	\$9.15	\$9.15	\$990.85	0.9
2.32 PAINT AND PAINTING SUPPLIES	\$200.00	\$0.00	\$200.00	\$16.62	\$16.62	\$183.38	8.3
2.33 REPAIR PARTS	\$550.00	\$0.00	\$550.00	\$4.79	\$122.48	\$427.52	22.3
2.41 LIBRARY SUPPLIES	\$13,250.00	\$0.00	\$13,250.00	\$2,463.78	\$6,523.83	\$6,726.17	49.2
2.42 MARKETING SUPPLIES	\$200.00	\$0.00	\$200.00	\$0.00	\$10.59	\$189.41	5.3
Subtotal	\$37,550.00		\$37,550.00	\$3,893.99	\$16,226.18	\$21,323.82	43.2

<i>Account # Description</i>	<i>Annual Appropriation</i>	<i>Change to Appropriation</i>	<i>Current Appropriation</i>	<i>Disbursements This Month</i>	<i>Disbursements YTD</i>	<i>Balance</i>	<i>Percent</i>
<i>3. Other Services and Charges</i>							
3.13 LEGAL SERVICES	\$5,000.00	\$0.00	\$5,000.00	\$1,093.75	\$4,025.00	\$975.00	80.5
3.14 OTHER PROFESSIONAL SERVICES	\$5,670.00	\$0.00	\$5,670.00	\$0.00	\$887.00	\$4,783.00	15.6
3.21 TELEPHONE	\$3,600.00	\$0.00	\$3,600.00	\$776.00	\$2,152.91	\$1,447.09	59.8
3.22 POSTAGE	\$4,500.00	\$0.00	\$4,500.00	\$730.04	\$2,620.72	\$1,879.28	58.2
3.23 MILEAGE	\$20,355.00	\$0.00	\$20,355.00	\$2,055.41	\$8,414.97	\$11,940.03	41.3
3.24 PROFESSIONAL MEETINGS	\$7,944.00	\$0.00	\$7,944.00	\$942.71	\$3,273.10	\$4,670.90	41.2
3.25 FREIGHT	\$1,800.00	\$0.00	\$1,800.00	\$267.73	\$531.34	\$1,268.66	29.5
3.26 NETWORKING	\$31,200.00	\$0.00	\$31,200.00	\$0.00	\$0.00	\$31,200.00	0.0
3.31 ADVERTISING & PUBLIC NOTICES	\$1,100.00	\$0.00	\$1,100.00	\$10.24	\$10.24	\$1,089.76	0.9
3.33 MARKETING ADVERTISING	\$900.00	\$0.00	\$900.00	\$301.84	\$701.43	\$198.57	77.9
3.41 OFFICIAL BONDS	\$155.00	\$0.00	\$155.00	\$0.00	\$0.00	\$155.00	0.0
3.42 OTHER INSURANCE	\$23,667.00	\$0.00	\$23,667.00	\$0.00	\$12,969.00	\$10,698.00	54.8
3.51 GAS	\$50,000.00	\$0.00	\$50,000.00	\$1,355.91	\$18,536.78	\$31,463.22	37.1
3.52 ELECTRICITY	\$65,000.00	\$0.00	\$65,000.00	\$5,527.75	\$27,046.57	\$37,953.43	41.6
3.53 WATER	\$1,083.00	\$0.00	\$1,083.00	\$76.60	\$431.10	\$651.90	39.8
3.54 WASTE DISPOSAL SERVICES	\$4,550.00	\$0.00	\$4,550.00	\$349.61	\$1,961.47	\$2,588.53	43.1
3.61 BUILDING & STRUCTURES	\$51,090.00	\$0.00	\$51,090.00	\$251.00	\$22,912.82	\$28,177.18	44.8
3.62 EQUIPMENT REPAIRS	\$700.00	\$0.00	\$700.00	\$926.89	\$926.89	(\$226.89)	132.4
3.72 EQUIPMENT RENTALS	\$245.00	\$0.00	\$245.00	\$9.95	\$171.75	\$73.25	70.1
3.91 DUES	\$2,312.00	\$0.00	\$2,312.00	\$0.00	\$607.50	\$1,704.50	26.3
3.93 TAXES & ASSESSMENTS	\$325.00	\$0.00	\$325.00	\$0.00	\$0.00	\$325.00	0.0
3.94 TRANSFER TO LIRF	\$30,000.00	\$0.00	\$30,000.00	\$0.00	\$0.00	\$30,000.00	0.0
3.95 BOOK REIMBURSEMENT	\$100.00	\$0.00	\$100.00	\$71.93	\$334.63	(\$234.63)	334.6
3.96 PETTY CASH	\$120.00	\$0.00	\$120.00	\$0.00	\$0.00	\$120.00	0.0
3.98 MAINTENANCE/SERVICE CONTRACTS	\$77,054.00	\$0.00	\$77,054.00	\$4,079.08	\$33,295.46	\$43,758.54	43.2
Subtotal	\$388,470.00		\$388,470.00	\$18,826.44	\$141,810.68	\$246,659.32	36.5

<i>Account # Description</i>	<i>Annual Appropriation</i>	<i>Change to Appropriation</i>	<i>Current Appropriation</i>	<i>Disbursements This Month</i>	<i>Disbursements YTD</i>	<i>Balance</i>	<i>Percent</i>
<i>4. Capital Outlays</i>							
4.4 FURNITURE & EQUIPMENT	\$7,175.00	\$0.00	\$7,175.00	\$0.00	\$1,967.13	\$5,207.87	27.4
4.51 BOOKS	\$144,000.00	\$3,300.53	\$147,300.53	\$22,834.33	\$54,833.55	\$92,466.98	37.2
4.52 PERIODICALS & NEWSPAPERS	\$21,132.00	\$363.48	\$21,495.48	\$924.92	\$8,842.76	\$12,652.72	41.1
4.53 NONPRINTED MATERIALS	\$75,099.00	\$884.38	\$75,983.38	\$9,783.72	\$23,699.54	\$52,283.84	31.2
Subtotal	\$247,406.00	\$4,548.39	\$251,954.39	\$33,542.97	\$89,342.98	\$162,611.41	35.5
Grand Total	\$1,933,621.00	\$4,548.39	\$1,938,169.39	\$153,359.77	\$764,833.56	\$1,173,335.83	39.5

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

Appropriation Report for 151 RAINY DAY FUND

Jasper County Public Library

Report Date: From 5/1/2009 To 5/31/2009

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent
<i>3. Other Services and Charges</i>							
3.14 OTHER PROFESSIONAL SERVICES	\$0.00	\$0.00	\$0.00	\$490.00	\$1,297.50	(\$1,297.50)	0.0
3.61 BUILDING & STRUCTURES	\$23,000.00	\$150,000.00	\$173,000.00	\$0.00	\$0.00	\$173,000.00	0.0
Subtotal	\$23,000.00	\$150,000.00	\$173,000.00	\$490.00	\$1,297.50	\$171,702.50	0.8
<i>4. Capital Outlays</i>							
4.4 FURNITURE & EQUIPMENT	\$700.00	\$0.00	\$700.00	\$0.00	\$0.00	\$700.00	0.0
Subtotal	\$700.00		\$700.00	\$0.00	\$0.00	\$700.00	0.0
Grand Total	\$23,700.00	\$150,000.00	\$173,700.00	\$490.00	\$1,297.50	\$172,402.50	0.7

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

Appropriation Report for 130 LIRF FUND

Jasper County Public Library

Report Date: From 5/1/2009 To 5/31/2009

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent
3. Other Services and Charges							
3.14 OTHER PROFESSIONAL SERVICES	\$10,000.00	\$0.00	\$10,000.00	\$0.00	\$0.00	\$10,000.00	0.0
3.61 BUILDING & STRUCTURES	\$70,000.00	\$0.00	\$70,000.00	\$0.00	\$0.00	\$70,000.00	0.0
Subtotal	\$80,000.00	\$0.00	\$80,000.00	\$0.00	\$0.00	\$80,000.00	0.0
Grand Total	\$80,000.00	\$0.00	\$80,000.00	\$0.00	\$0.00	\$80,000.00	0.0

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

Voucher List
Jasper County Public Library

Report Date: From 5/1/2009 To 5/30/2009

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
28275	364	ABDO PUBLISHING COMPANY	5/11/2009	Books	\$278.63
28276	365	ACE HARDWARE	5/11/2009	Ant Killer/traps, paint supplies, power strip, hanger wire	\$43.88
28277	366	ABIGAIL KOZYRA	5/11/2009	Returned Lost book	\$6.99
28278	367	ACP DIRECT	5/11/2009	Canon Cartridges	\$467.80
28279	368	ANGELA BARTON	5/11/2009	Mileage: Counterparts, Book Salesman, Inspire Training	\$121.00
28280	369	ARCADIA PUBLISHING	5/11/2009	Books	\$228.92
28374	370	BAKER & TAYLOR	5/11/2009	Books, Gift Books, Continuations, A-V	\$9,628.71
28282	371	BAKER & TAYLOR ENTERTAIN	5/11/2009	DVDs	\$277.90
28283	372	BLOOMFIELD CORPORATION	5/11/2009	Annual Mtnce Contract - HVAC system @ Wheatfield Lib., 6/13/09-6/12/10	\$2,378.00
28284	373	BLUETARP FINANCIAL, INC	5/11/2009	SuperStripper, 2x12 lumber (for shelf)	\$62.42
28285	374	BORDERS	5/11/2009	DVDs, Music CDs	\$923.24
28286	375	BRENDA THOMPSON	5/11/2009	Mileage: Grant Writing, Supervisory Training Workshop	\$157.68
28287	376	CAPITAL ONE BANK (USA), NA	5/11/2009	Meeting Expenses, CIL Hotel, parking, craft supplies, display frame, US Weekly Subsc-Rens, DVD/Software	\$2,429.53
28288	377	CAROLYNN DeVRIES	5/11/2009	Tumblers-Ch. Prog supply	\$5.98
28289	378	CDW GOVERNMENT, INC	5/11/2009	USB Portable Flash Drives-15	\$86.06
28290	379	CHILD'S WORLD	5/11/2009	Books	\$243.30
28291	380	CMS, INC.	5/11/2009	PC Cop Annual Mtnce Contract	\$1,238.83
28292	381	CULLIGAN OF KOUTS	5/11/2009	Water Cooler rental, Wh. Lib. - May 2009	\$9.95
28293	382	DAVIDSON TITLES INC.	5/11/2009	Books, Children	\$3,698.45
28294	383	DEMCO	5/11/2009	Book Pockets, Polyfit Bk Jackets, Classification labels, Label protectors	\$1,069.44
28295	384	DEX	5/11/2009	Phone Book Advertisement-May, June, July 2009	\$270.75
28296	385	DIANA KOOY	5/11/2009	Tollroad fee, Workshop expense, Anniv Gift Certificate; Mileage:Bank Deposits, Counterparts Mtg, InterLibrary Mtgs, INCOLSA Wkshps	\$378.99
28297	386	DIANE OPOLSKI	5/11/2009	Mileage-Bank Deposits, Workshop expense	\$17.98
28298	387	DUCKWALL-ALCO STORES, IN	5/11/2009	Miracle Gro-Spring Festival Supply	\$8.99
28299	388	EBSCO PUBLISHING	5/11/2009	Automotive Repair Reference Center Subsc, 5/1/2009-2010	\$2,496.00
28300	389	EMBARQ	5/11/2009	Local Phones-Rens. Lib., May 2009	\$141.17
28301	390	EMILY DURAN	5/11/2009	Mileage: AV Shopping Trip	\$24.20
28302	391	EDUCATION NETWORKS OF A	5/11/2009	Internet Service, 4/1-4/30/09	\$930.00
28303	392	FLEX-PAC INC	5/11/2009	Gleme Window Cleaner, Kleenex	\$154.23
28304	393	GA FOODS GROUP	5/11/2009	Movie Night Prog, Mgmt Mtg Expenses-Rens.	\$27.29
28305	394	GAIL JUNG	5/11/2009	PAR38 Light bulbs, Postage (ret'd cartridges)	\$32.11
28306	395	GALE	5/11/2009	Books, Information Plus series, OnLine Legal Forms Subsc	\$3,780.21
28307	396	GAYLORD BROS.	5/11/2009	Classification Labels, Strapping (Filament) Tape	\$107.09
28308	397	GUMDROP BOOKS	5/11/2009	Books	\$3,800.20
28309	398	H.L. MOHLER & ASSOCIATES	5/11/2009	DeM. Roof Prof. services-April	\$490.00
28310	399	HEARTLAND AG-BUSINESS G	5/11/2009	Books	\$54.00
28311	400	HEINEMANN-RAINTREE	5/11/2009	Books	\$74.52
28312	401	HERITAGE OFFICE PRODUCT	5/11/2009	Nametags-Nickole, Jean	\$33.50
28313	402	IBT VIDEO SYSTEMS, INC.	5/11/2009	Repair/Replacement Security Video Equipment & Installation-DeM. Lib. - 50% Deposit	\$920.00
28314	403	INCOLSA	5/11/2009	Spring Board Mtg, P. Stringfellow	\$30.00
28315	404	INTELLIGENT CLEANING SYST	5/11/2009	Disinfectant, Roll Towels, Jumbo TP	\$247.12
28316	405	J & N STONE, INC.	5/11/2009	Repair to outside wall (patch over phone area)-Wh. Lib.	\$190.00
28317	406	JAN WAY COMPANY	5/11/2009	Hi-Tech Tote Bags, Business Card Magnets	\$301.84
28318	407	JASPER CO. VETERANS COU	5/11/2009	American & Indiana Flags	\$100.00

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
28319	408	JILL TACHTIRIS	5/11/2009	Mileage: Reference Workshop, Counterparts Mtg	\$101.20
28320	409	JOEY DINGA	5/11/2009	Refund on Lost Book Returned	\$16.00
28321	410	KANKAKEE VALLEY PUBLISHI	5/11/2009	Legal Ad-Co. Council hearing for JCPL CPF Plan	\$10.24
28322	411	KARA MULVIHILL	5/11/2009	Mileage: Walking Books April 2009	\$18.15
28323	412	LINDA POORTENGA	5/11/2009	DVD, Mileage: Books2Bridge Region, District 1 Conf, Supervisory Workshop	\$196.03
28324	413	LINDA THOMPSON	5/11/2009	Mileage: Bank Deposit, PLINKIT Training; Coffee for Café	\$22.49
28325	414	LOOKOUT BOOKS	5/11/2009	Books	\$100.75
28326	415	MARSHALL CAVENDISH CORP	5/11/2009	Books	\$927.89
28327	416	MARY RICE HOPKINS	5/11/2009	Music CDs, DVD	\$57.50
28328	417	MASON CREST PUBLISHERS	5/11/2009	Books-Obama's	\$139.38
28329	418	MIDAMERICA BOOKS	5/11/2009	Books	\$271.93
28330	419	MIDWEST TAPE	5/11/2009	Hermie & Friends Series-DVDs	\$74.95
28331	420	MANUFACTURERS' NEWS, IN	5/11/2009	Indiana Manufacturer's directory	\$147.45
28332	421	NANETTE SPEACHT	5/11/2009	Coffee café Supplies (Sugar substitute)	\$11.27
28333	422	NORTHWESTERN INDIANA TE	5/11/2009	DeMotte Local Telephones , May 2009	\$155.87
28334	423	OFFICE DEPOT CARD PLAN	5/11/2009	Index Cards	\$11.37
28335	424	OLLIS BOOK CORPORATION	5/11/2009	Books	\$1,776.50
28336	425	PATTY STRINGFELLOW	5/11/2009	Mileage: ISL Town Hall Mtg, INCOLSA Spring Bd Mtg, Wh. Lib Wetland issue, Fire Alarm call	\$185.35
28337	426	PEGGY WOODS	5/11/2009	Mileage: AV trips, post office	\$36.63
28338	427	PENWORTHY COMPANY	5/11/2009	Graphic Novels	\$399.72
28339	428	POPULAR SUBSCRIPTION SE	5/11/2009	Magazine Subscriptions-DeM & Rens.	\$264.44
28340	429	POSTMASTER	5/11/2009	Stamps: \$1.00 (400), \$.01 (100), \$.02 (100), \$.27 (100), \$.75 (100), \$.94 (100), \$2.00 (60)	\$719.00
28341	430	QUILL CORPORATION	5/11/2009	Canon Cartridges, sheet protectors, pop-up notes	\$173.65
28342	431	RACHAEL CAVINDER	5/11/2009	Mileage: Salesman Visit, Mgmt Mtg.	\$20.90
28343	432	RALINDA LUKE	5/11/2009	Refund on Lost books returned	\$24.95
28344	433	RECORDED BOOKS, LLC	5/11/2009	Audiobooks	\$95.80
28345	434	RELIANCE LABEL SOLUTIONS,	5/11/2009	Keytag Patron Cards	\$858.40
28346	435	RENSSELAER REPUBLICAN	5/11/2009	Newspaper Subscription-DeM. Lib, 6/1/09-5/31/10	\$115.00
28347	436	RHONDA HICKS	5/11/2009	Refund on found lost book	\$8.99
28348	437	ROCKY FASE	5/11/2009	Refund on Lost Book returned	\$15.00
28349	438	ROSEN PUBLISHING	5/11/2009	Books	\$357.05
28350	439	ROURKE PUBLISHING GROUP	5/11/2009	Children Books	\$207.50
28351	440	SHOWCASES	5/11/2009	DVD double cases	\$230.04
28352	441	SUE TOBIAS	5/11/2009	Mileage: Bank Deposits, post office - April 2009	\$10.95
28353	442	THE TIMES	5/11/2009	Newspaper Subsc (7day/wk), 5/25/09-5/24/10 -Wheatfield Lib	\$221.00
28354	443	TOWN OF WHEATFIELD SEW	5/11/2009	Sewer Service, May 2009 @ Wh. Lib.	\$56.65
28355	444	UNIQUE MANAGEMENT SERVI	5/11/2009	Collections - Initial & Secondary Placements, March 2009	\$412.25
28356	445	UPSTART	5/11/2009	Summer Reading Supplies, Prizes, Staff T-Shirts	\$578.40
28357	446	VISION SERVICE PLAN- (IN)	5/11/2009	Vision Premium-May 2009	\$154.10
28358	447	WEST GROUP	5/11/2009	Basic Legal Forms	\$164.78
28359	448	WEST CIRCLE BOOKS	5/11/2009	Books	\$661.51
28360	449	WAL-MART COMMUNITY BRC	5/11/2009	DVD's, Ch. Supplies/Crafts, clock, file folders, dividers	\$1,067.18
28361	450	YVONNE DEL VECCHIO	5/11/2009	Mileage: Deliver Community Connection, Walking Books, Plexiglass repairs	\$48.14
28362	451	ALLIED WASTE SERVICES #71	5/8/2009	Trash Service @Wh. Lib, May 2009	\$49.10
28363	452	ANTHEM BLUE CROSS BLUE S	5/8/2009	Health Insurance Premium-May - 17 employees	\$8,044.71
28364	453	ANTHEM LIFE	5/8/2009	Life Ins Premium-May	\$91.94
28365	454	FIRST TRUST CREDIT UNION	5/8/2009	Direct Deposits w/held from 8 May 09 Payroll-6 participants	\$1,571.84
28366	455	GREAT-WEST RETIREMENT S	5/8/2009	Annuity Contributions from 8 May 09 Payroll - 7 participants	\$1,260.00
0	456	INDIANA DEPARTMENT OF RE	5/8/2009	State & County Tax w/held April 2009, Verif #25, Ref #63112	\$5,321.44

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
0	457	IRS USA TAXPAYMENT	5/8/2009	FICA & Federal Taxes w/held 8 May 09, Ref #00150397	\$9,050.14
28367	458	JOSEPH ZELLON	5/8/2009	Courier Mileage, 4/16/09-4/30/09; Mileage to Rens for Maintenance, Recycle Center	\$412.50
28368	459	TOWN OF DEMOTTE	5/8/2009	Sewer Service-DeM, March 2009	\$85.53
0	460	PAYROLL	5/8/2009	PAYROLL	\$42,614.78
28369	461	DUMAS, WEIST & MAHNESMIT	5/11/2009	Legal Services rendered 2/09-4/28/09 (decl of emergency, Clapp release, roof bid, mtg attendance)	\$1,093.75
28370	462	NIPSCO	5/8/2009	Utilities: Wh. Lib. 4/2/09-5/4/09	\$1,640.80
28371	463	DEPARTMENT OF HOMELAND	5/11/2009	Inspection/Reinspection of Second DeMotte Boiler	\$61.00
28372	464	NIPSCO	5/11/2009	DeMotte Utilities, 4/6-5/7/09	\$2,846.82
28373	465	CHICAGO TRIBUNE	5/11/2009	Newspaper Subsc-Wh. Lib, 5/14-11/14/09	\$117.00
0	466	PAYROLL	5/22/2009	PAYROLL	\$42,069.50
28375	467	CITY OF RENSSELAER	5/22/2009	Utilities, Rens Lib, 4/9/09-5/7/09	\$2,630.97
0	468	IRS USA TAXPAYMENT	5/26/2009	FICA & Federal Taxes w/held 22 MAY 09 Payroll, ref #00511202	\$8,920.04
28376	469	EMBARQ	5/22/2009	Local Phones - Wh. Lib, May 2009	\$64.59
28377	470	EMBARQ COMMUNICATIONS I	5/22/2009	Long Distance Calls, 4/8-5/7/09	\$143.62
28378	471	FIRST TRUST CREDIT UNION	5/22/2009	Direct Deposits w/held from 22 May 09 Payroll-5 participants	\$1,326.40
28379	472	GREAT-WEST RETIREMENT S	5/22/2009	Annuity Contributions from 22 May 09 Payroll - 7 participants	\$1,260.00
28380	473	JOSEPH ZELLON	5/22/2009	Courier Mileage, 5/1-5/15/09	\$363.00
28381	474	POST TRIBUNE PUBLISHING, I	5/22/2009	Annual Subscription-Wh. Lib 5/30/09-5/29/10	\$156.00
28382	475	AFLAC	5/22/2009	Supplemental Insurance Premium-May	\$168.00

Total Amount of Claims \$180,456.72

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Friday, May 29, 2009

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 3 pages, and except for vouchers not allowed as show on the Register such vouchers are allowed in the total amount of \$180,456.72

Date this 8th day of June, 20 09.

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

JASPER COUNTY PUBLIC LIBRARY

F5

Receipt Breakdown

May 31, 2009

	<u>THIS MONTH</u>	<u>YEAR-TO-DATE</u>	<u>TOTAL RECEIPTS THIS MONTH</u>	<u>TOTAL RECEIPTS YEAR-TO-DATE</u>
FEES & FEES:			\$3,055.33	\$16,113.80
DeMotte	\$863.99	\$4,724.76		
Rensselaer	\$1,298.18	\$6,797.66		
Wheatfield	\$893.16	\$4,591.38		
PHOTOCOPIES:			\$673.42	\$3,848.18
DeMotte	\$207.05	\$1,272.50		
Rensselaer	\$322.87	\$1,726.88		
Wheatfield	\$143.50	\$848.80		
INTEREST:			\$1,049.95	\$5,399.07
Checking/Repurchase/Savings/CD's	\$1,049.95	\$5,399.07		
TAXES:			\$49,596.08	\$388,565.18
Property Tax	\$0.00	\$96,578.84		
License Excise Tax	\$0.00	\$33,574.15		
Financial Institution Tax	\$0.00	\$0.00		
CVET(Commercial Vehicle Excise)	\$0.00	\$0.00		
Local Option/Certified Shares	\$45,079.83	\$225,399.16		
Local Option/Property Tax Repl.	\$4,516.25	\$33,013.03		
TAXABLE SALES:-			\$2.42	\$72.42
REFUNDS:			\$188.00	\$6,242.86
Rebates/Refund	\$0.00	\$363.48		
Insurance Claims/Reimbursements	\$0.00	\$54.68		
Meeting Room Rental	\$100.00	\$450.00		
Reimbursement	\$0.00	\$0.00		
Grant Reimbursements	\$0.00	\$0.00		
Miscellaneous Receipts	\$88.00	\$5,374.70		
TOTAL OPERATING FUND RECEIPTS.....			\$54,565.20	\$420,241.51
PLAC FUND:-			\$0.00	\$30.00
GIFT FUNDS:			\$1,066.96	\$6,570.53
DeMotte	\$0.00	\$1,360.17		
Rensselaer	\$200.00	\$3,997.41		
Wheatfield	\$866.96	\$1,212.95		
LIB. IMPROV. RESERVE FUND: (Interest).....			\$266.36	\$1,423.16
BOND & INTEREST REDEMPTION FUND:			\$0.00	\$40,732.71
Property Tax	\$0.00	\$30,571.19		
License Excise Tax	\$0.00	\$10,161.52		
Financial Institution Tax	\$0.00	\$0.00		
CVET(Commercial Vehicle Excise)	\$0.00	\$0.00		
RAINY DAY FUND:			\$0.00	\$98,549.78
Special CAGIT Distribution	\$0.00	\$98,549.78		
Interest Earned	\$0.00	\$0.00		
STATE TECHNOLOGY FUND GRANT FUND:-			\$0.00	\$0.00
CAPITAL PROJECTS FUND:			\$751.24	\$34,854.86
Interest Earned	\$751.24	\$3,873.92		
Property Tax	\$0.00	\$23,548.16		
License Excise Tax	\$0.00	\$7,432.78		
Financial Institution Tax	\$0.00	\$0.00		
CVET(Commercial Vehicle Excise)	\$0.00	\$0.00		
ST/HOSPITALITY FUND:-			\$0.00	\$0.00
LEVY EXCESS FUND:-			\$0.00	\$84,309.00
SALES TAX:-			\$0.18	\$14.80
CONSTRUCTION FUND: (Interest Earned).....			\$167.15	\$931.27
CASH CHANGE FUND			\$0.00	\$0.00
SUB-TOTAL (page 1).....			\$56,817.09	\$687,657.62

WITHHOLDING ACCOUNT FUNDS:

			\$26,920.26	\$136,314.49
FIT Tax Collected	\$5,353.08	\$28,897.83		
FICA Collected	\$6,308.55	\$31,214.71		
State Tax Collected	\$3,043.77	\$14,832.57		
County Tax Collected	\$2,203.81	\$10,769.02		
Deferred Comp Plan	\$2,520.00	\$12,765.95		
Pre-tax Insurance Plans	\$2,219.41	\$11,097.05		
Life Insurance	\$135.80	\$689.00		
PERF	\$2,237.60	\$11,095.60		
Garnishments	\$0.00	\$0.00		
Credit Union	\$2,898.24	\$14,952.76		
EIC	\$0.00	\$0.00		
Repayment	\$0.00	\$0.00		
TOTAL RECEIPTS - ALL FUNDS.....			\$83,737.35	\$823,972.11

Voucher List

Jasper County Public Library

Report Date: From 6/1/2009 To 6/8/2009

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
28383	476	4 IMPRINT, INC.	6/8/2009	Tote and Sportpacks for Summer Reading	\$1,557.45
28384	477	ACE HARDWARE	6/8/2009	Wall Scraper, Putty Knife, Liquid Nail Glue	\$15.77
28385	478	ACP DIRECT	6/8/2009	Black Toner	\$135.90
28386	479	ALLIED WASTE SERVICES #71	6/8/2009	Trash Service @Wh. Lib, June 2009	\$49.10
28387	480	ANGELA BARTON	6/8/2009	Mileage: Books 2 Bridges, Scholastic Warehouse	\$154.00
28388	481	ARCADIA PUBLISHING	6/8/2009	Books	\$11.99
28389	482	BAKER & DANIELS, LLP	6/8/2009	Consoltation on FMLA compliance, COBRA subsidy Update	\$1,216.00
28390	483	BAKER & TAYLOR	6/8/2009	Books, Gift Books, Continuations, A-V	\$7,570.89
28391	484	BAKER & TAYLOR ENTERTAIN	6/8/2009	DVDs	\$15.72
28392	485	BANK OF NEW YORK	6/8/2009	BOND 2004 Paying Agent & Registrar Annual Fee-7/1/08-6/30/09	\$630.00
28393	486	BETH SUTTON CUMMINS	6/8/2009	Ventriloquist for Summer Reading - DeM & Wh. 6/16, Rens - 6/17	\$450.00
28394	487	BIERMA HARDWARE, INC.	6/8/2009	Paint & batteries	\$21.05
28395	488	BROWN'S GARDEN & FLORAL	6/8/2009	Mulch for Rensselaer	\$338.50
28396	489	BUYBUTTONPARTS.COM	6/8/2009	Button Parts	\$49.43
28397	490	CAPITAL ONE BANK (USA), NA	6/8/2009	Expenses for Books 2 Bridges, Incolsa Wksp, Budget Wksp, Summer Reading Prizes, Books, Children's Supplies, DVD's, Magazines	\$1,288.05
28398	491	CAPSTONE PRESS	6/8/2009	Books	\$35.98
28399	492	CAROLYNN DeVRIES	6/8/2009	Raffle Ticket Roll, Bulletin Board, 9mm Jingle Bells	\$12.77
28400	493	CIRCLE R ELECTRIC, INC.	6/8/2009	Wh: Replace two ballasts for interior fixtures, replace four lamps for interior fixtures. Ren:Repair exterior fixtures, replace one ballast, replace three lamps	\$1,035.99
28401	494	CORINA K. VILLARREAL	6/8/2009	Reimbursement of book that was Returned	\$10.95
28402	495	CULLIGAN OF KOUTS	6/8/2009	Water Cooler Rental and Water-Wh. Lib.	\$34.50
28403	496	DAVIDSON TITLES INC.	6/8/2009	Books, Children	\$319.88
28404	497	DELUXE BUSINESS CHECKS &	6/8/2009	Deposit Slips for Rensselaer	\$57.40
28405	498	EDUCATION NETWORKS OF A	6/8/2009	Internet Service, 5/1-5/31/09	\$930.00
28406	499	FASE'S WATER TREATMENT &	6/8/2009	RedOut-10 bags @ DeM. Lib.	\$120.00
28407	500	FLEX-PAC INC	6/8/2009	Kleenex, Bowl Cleaner, Hand soap	\$264.33
28408	501	GA FOODS GROUP	6/8/2009	Movie Night, Food Fear Factor, Book Discussion Supplies, Counterparts Supplies	\$51.82
28409	502	GAIL JUNG	6/8/2009	Counterparts Mtg Expenses, Batteries, Mileage: Counterparts, Post office, Bank	\$85.54
28410	503	GAYLORD BROS.	6/8/2009	Newspaper Center	\$661.50
28411	504	HEATHER CONRAD	6/8/2009	Reimbursement of Returned Book	\$8.95
28412	505	HEINEMANN-RAINTREE	6/8/2009	Books	\$498.69
28413	506	IBT VIDEO SYSTEMS, INC.	6/8/2009	Final Amount Due for Video Equip Purchase	\$920.00
28414	507	INDIANA STATE LIBRARY	6/8/2009	Inter-Library Loan Delivery Service	\$500.00
28415	508	INSPIRATIONAL DISTRIBUTOR	6/8/2009	Books	\$37.12
1043	509	JASPER COUNTY PUBLIC LIBR	6/8/2009	Bank transfer from DeM. State Bank to Alliance Bank	\$16,000.00
28417	510	KANKAKEE VALLEY PUBLISHI	6/8/2009	Legal Ads for Re-roofing Project, CPF, Additional Approp,	\$278.19
28418	511	KARA MULVIHILL	6/8/2009	Mileage: Walking Books	\$18.26
28419	512	KIRBY RISK CORPORATION	6/8/2009	Porcelain Light Sockets	\$24.89
28420	513	KOLORTECH, INC.	6/8/2009	4' Fluorescent Lights-60	\$200.40
28421	514	LIBRARY VIDEO COMPANY	6/8/2009	DVDs	\$234.76
28422	515	LINDA THOMPSON	6/8/2009	DVD, Mileage-Bank Deposits	\$29.79
28423	516	BRIAN KRUSCHWITZ	6/8/2009	Summer Reading Performer	\$530.00
28424	517	MARSHALL CAVENDISH CORP	6/8/2009	Books	\$41.90

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
28425	518	McDANIEL FIRE SYSTEMS, INC	6/8/2009	Fire Alarm Alert - Rensselaer Library. Checked out sprinkler system, tested of duct detector, waterflow switch, relabeled panel.	\$654.59
28426	519	MICHIGAN LIBRARY CONSORT	6/8/2009	Databases: Heritage Quest, Tumblebook, Grove Art, & Ancestry Library	\$4,066.57
28427	520	MIDWEST TAPE	6/8/2009	DVD's: Thomas & Dora	\$40.97
28428	521	OFFICE DEPOT	6/8/2009	Folders, Ink Cartridges, Paper	\$99.33
28429	522	PATTY STRINGFELLOW	6/8/2009	Mileage: Director's Mtg, Council Mtg, Book Discussion, Mgmt Mtg, Learning Network Mtg, Pre-Bid Mtg, Budge Wksp	\$292.60
28430	523	PEGGY WOODS	6/8/2009	DVD: Kids of our Lives	\$35.98
28431	524	PRECISION CONTROL SYSTE	6/8/2009	Routine Maintenance for DeMotte & Rensselaer	\$1,705.00
28432	525	PRECISION GLASS	6/8/2009	Thermopane Glass for Rensselaer	\$142.28
28433	526	PROQUEST LLC	6/8/2009	Microfilm KV Post News 1/1/08-12/31/08	\$420.21
28434	527	RACHAEL CAVINDER	6/8/2009	Mileage: Bank for Deposit, School Visit, Summer Reading Shopping, Mgmt Mtg	\$59.40
28435	528	RECORDED BOOKS, LLC	6/8/2009	Audiobooks & Software	\$964.70
28436	529	RELIABLE EXTERMINATORS, I	6/8/2009	Semi Annual Treatment	\$152.00
28437	530	RMC IMAGING, INC	6/8/2009	2- ST 200 Scanner Mtncce Contracts, 7/19/09-7/18/10	\$1,589.50
28438	531	ROEING CORPORATION	6/8/2009	Computer Security Contract	\$1,046.50
28439	532	ROTARY CLUB of RENSSELAE	6/8/2009	Feb, March, and April Dues	\$39.00
28440	533	SILLY SAFARI SHOWS, INC.	6/8/2009	Summer Rdg Prog-Starring Safari Steve	\$975.00
28441	534	SUE TOBIAS	6/8/2009	Mileage: Bank, Post Office, Deliver Packets, FMLA Seminar, Carpool w/ Patty. Expenses for FMLA seminar	\$195.61
28442	535	TRU-GREEN LIMITED PARTNE	6/8/2009	Sprayed crab tree for insects	\$53.55
28443	536	TYSEN'S FAMILY FOOD CENTE	6/8/2009	School Visit Prizes	\$16.13
28444	537	UNIQUE MANAGEMENT SERVI	6/8/2009	Collections - Initial & Secondary Placements, April 2009	\$194.28
28445	538	VISION SERVICE PLAN- (IN)	6/8/2009	Vision Premium-June 2009	\$154.10
28446	539	WAL-MART COMMUNITY BRC	6/8/2009	Janitorial Supplies, Sppons, Supplies for Fear Factor, DVDs, Summer Reading Prizes, Tape	\$1,804.46
28447	540	WHEATFIELD CHAMBER OF C	6/8/2009	Annual Membership Fee	\$100.00
0	541	STEVE'S SPECIALIZED SERVI	6/8/2009	CORRECT A/P #209. Wrong FUND	\$0.00
28448	542	CHRISTOPHER KLOCEK	6/8/2009	Summer Rdg Program-Magic Show, D-R-W Lib.	\$825.00
28449	543	H.L. MOHLER & ASSOCIATES	6/8/2009	Reroof Contract for Services rendered, blueprints, mileage, etc. May 2009	\$1,825.00
28450	544	LINDA POORTENGA	6/8/2009	Mileage: LLN, Librarian's Council, Book2Bridge, INCOLSA Wkshp, Counterparts Mtg.	\$202.40
28451	545	NORTHWESTERN INDIANA TE	6/8/2009	Local Phones-DeM. June	\$165.77
28452	546	BRENT HOFFMAN	6/8/2009	Lawn Mowing-Apr & May, Yard Cleanup, Edging, Bush trimming, spread mulch - Rens/DeM/Wh.	\$550.00
28453	547	JENNIFER L. DOUTHIT	6/8/2009	Mileage: Librarian Council, IOLUG, INCOLSA Wkshps	\$227.70

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
<i>Total Amount of Claims</i>					\$55,045.09

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Tuesday, June 02, 2009

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 3 pages, and except for vouchers not allowed as show on the Register such vouchers are allowed in the total amount of \$55,045.09

Date this 8th day of June, 2009.

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

JUL

Agenda
Jasper County Public Library
Board of Trustees Meeting
Monday, July 13, 2009, 7pm
Rensselaer Public Library

Opening of Meeting

Moment of Silence

Approval of Consent Agenda & Consent Agenda Items

Action

Minutes of June Board Meeting
Bills/Financial Reports
Salary Ordinance Update (R 7)
Policy Review (R 10; R 12)

General Business

Advance Tax Draw Resolution (R 25)
DeMotte Library Roof (R 26)
Budget 2010 (R 26)

Action
Action
Action

Director's Report (R 25-R 28)

Information

Items for Future Agendas

Public Forum

Adjournment

MINUTES

Jasper County Public Library Board of Trustees
7:00 PM

June 8, 2009
Rensselaer Library

Present: Joan Floyd, Susan Deardorff, Mari Anne Sayler, Timothy Schultz Jr., Deana George, Patricia Stringfellow, Gail Jung. **Absent:** Jody Melton, Natalie Waling

Agenda & Consent Agenda Approval: M. Sayler moved, seconded by T. Schultz, to approve the May Board Meeting minutes, monthly bills, and financial reports, \$62 Non-Resident Fee, Arts & Craft Festival Library closing, and Internet Use Policy, AV Equipment Loan Policy, and VHS/DVD Policy as presented. Motion was unanimously approved.

Oath of Office: Deana George, who replaced Anne-Marie Egan as the Rensselaer Central School Board appointee after serving 16 years, took the Oath of Office. Her term will expire May 9, 2013.

Committee Assignment: D. George will serve on the Bylaws & Policy Review Committee.

Capital Projects Fund Notice of Adoption: The Department of Local Government Finance has given approval for our CPF Plan. On a motion by J. Floyd, seconded by M. Sayler, the board voted to publish the Notice of Adoption.

Advance Draw Resolution: J. Floyd made a motion that we request an advanced draw of property taxes collected payable 30 days after submitting the signed resolution. T. Schultz seconded the motion. Motion was unanimous. No property tax revenue has been received thus far this year.

Interfund Transfer: A negative balance in the Bond & Interest Redemption Fund is due to the lack of tax revenues and the timing of the bond payment. DLGF recommends that we need to have a zero or positive balance in this fund. This is important in the preparation of the 2010 budget that the June 30th fund balances are inline. T. Schultz moved, seconded by J. Floyd, to transfer enough funds from the Construction Fund into BIRF to correct the deficit to a zero or positive balance if needed. Motion passed. The exact amount will be determined according to how much property tax revenue, if any, is forthcoming from the Treasurer's Office by the end of June.

DeMotte Parking Lot: As part of the original parking lot covenant between the school and library, KV School Corporation informed the library that they were looking to pave a grassy area where the buses have a turnaround. After researching the agreement and noting the area aforementioned, the grassy area is far removed from the library leased parking area and not an issue for the library's consideration.

Director's Report: A donation (monies donated by board members and library director) was made to the Jasper Foundation Jasper County Public Library fund in honor of A-M Egan's many

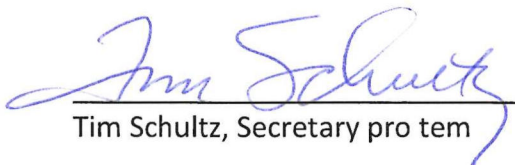
years of service. An acknowledgement has been received. KV Post-News ran an article from a patron commending the library on its fine services and staff. According to our county auditor, tax bills are due to be sent out end of July or beginning of August with revenue rolling in during September.

Loni Burnaska, Art League President, met with P. Stringfellow and Linda Poortenga last week. She was thrilled that the library is open to work with them in finding a suitable piece of artwork for the library. She will be meeting with her group on June 16th and be in contact after that date to further discuss this project.

Trenches have been filled in and drainage redirected away from the south retention pond at the Wheatfield Library. Mark Dyke, Town Building Inspector, is watching this situation closely.

Time-line for budget calendar has been shortened this year. If the State Legislature Special Session does not act on reverting back to a longer cycle, the first budget advertisement must be published before Aug 3rd and the second one by Aug 10th. Budget Committee (S. Deardorff, T. Schultz, J. Floyd) will need to meet before the July Board Meeting to review the 2010 budgets.

Adjournment: With no further matters for discussion, D. George moved to adjourn at 7:30 PM.


Tim Schultz, Secretary pro tem


Attest: Susan Deardorff, President

CIRCULATION BY HOLDINGS CODE

June 2009

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
Award Winner JBIO (DAJBIO)	0	0	0	0
Award Winner JE (DAJE)	0	0	0	0
Award Winner JFIC (DAJFIC)	1	0	0	1
Award Winner JNF (DAJNF)	0	0	0	0
Award Winner JPFIC (DAJBPF)	0	0	0	0
Award Winning fiction (DAWFIC)	188	1	0	189
Award Winning non-fiction (DAWNF)	12	0	0	12
Award Winner YAFIC (DAYAF)	0	0	0	0
Award Winner YAPFIC (DAYPBF)	0	0	0	0
Biography (DBIO)	39	0	2	41
Books on CD (DBKCD)	149	3	3	155
Books on Tape (DBKT)	14	0	0	14
Compact Disc (DCD)	486	13	13	512
Digital Audiobooks (DDA)	6	0	0	6
DVD (DDVD)	2081	10	5	2096
Equipment (DEQP)	259	0	0	259
See librarian (DERR)	0	0	0	0
Express Book (DEXP)	40	0	0	40
Fiction (DFIC)	1090	33	32	1155
Fiction Fantasy (DFICF)	34	1	0	35
Fiction Mystery (DFICM)	194	6	17	217
Fiction New (DFICNEW)	659	26	12	697
Fiction Science Fiction (DFICSF)	18	0	0	18
Fiction Western (DFICW)	17	1	0	18
Genealogy (DGENE)	0	0	0	0
Genealogy Mag (DGMAG)	0	0	0	0
Graphic Novels (DGN)	75	3	1	79
Hanging Bags (DHANG)	13	0	0	13
ILL (DILL)	83	0	0	83
Internet (DINTER)	1690	0	0	1690
Juv. Audio book (DJAUDB)	31	0	0	31
Juv. Biography (DJBIO)	143	0	1	144
Juv. Book on CD (DJBKCD)	0	0	0	0
Juv. Book on Tape (DJBKT)	0	0	0	0
Juv. Compact Disc (DJCD)	89	1	0	90
Juvenile Easy (DJE)	1469	1	14	1484
Juv. Easy Non-fiction (DJENF)	138	0	1	139
Juv. Easy Reader (DJER)	1168	2	0	1170
Juv. Fiction (DJFIC)	1329	16	8	1353
Juv. Holiday books (DJHOL)	52	0	0	52
Juv. Magazine (DJMAG)	82	0	0	82
Juv. Music Cassette (DJMC)	0	0	0	0
Juv. Nonfiction (DJNF)	910	9	3	922
Juv. Nonfic Text Bk (DJNFTB)	0	0	0	0
Juv. Paperback fic (DJPBF)	0	0	0	0
Juv. Professional Coll. (DJPRO)	0	0	0	0
Juv. Reference (DJREF)	3	0	0	3
Juv. Toddler (DJTOD)	226	0	5	231
Large Print Fiction (DLPF)	137	2	5	144

Large Print Nonfic (DLPNF)	7	0	0	7
Magazine (DMAG)	944	0	0	944
Music Cassette (DMCAS)	0	0	0	0
Nonfiction 000 (DNF000)	15	9	0	24
Nonfiction 100 (DNF100)	34	5	1	40
Nonfiction 200 (DNF200)	38	2	3	43
Nonfiction 300 (DNF300)	109	11	5	125
Nonfiction 400 (DNF400)	9	0	0	9
Nonfiction 500 (DNF500)	38	1	0	39
Nonfiction 600 (DNF600)	312	18	4	334
Nonfiction 700 (DNF700)	86	9	1	96
Nonfiction 800 (DNF800)	14	3	0	17
Nonfiction 900 (DNF900)	91	3	1	95
Nonfiction DVD (DNFDVD)	45	2	0	47
Nonfiction (DNFIC)	0	0	0	0
Nonfiction New (DNFNEW)	144	8	5	157
Nonfiction VHS (DNFVHS)	9	1	0	10
Oversize (DOVER)	3	0	0	3
Professional Coll. (DPROF)	0	0	0	0
Parent Shelf Juv. Fic (DPSJFic)	0	0	0	0
Parent Shelf Juv. NF (DPSJNF)	6	0	0	6
Reference (DREF)	0	0	0	0
Ref. Magazine (DRMAG)	0	0	0	0
Reference Software (DRSW)	0	0	0	0
Spanish Collection (DSPA)	25	0	1	26
Software (DSWAR)	98	1	0	99
Vertical File (DVF)	2	0	0	2
VHS (DVHS)	289	10	2	301
YA Audio book (DYAUDB)	11	2	1	14
YA Biography (DYAB)	1	0	0	1
YA Books on CD (DYABKCD)	0	0	0	0
YA Books on Tape (DYABKT)	0	0	0	0
YA Fiction (DYAF)	449	15	15	479
YA Nonfiction (DYANF)	31	0	0	31
YA Paperback Fic (DYAPBF)	1	0	0	1
Storage (DZSTO)	8	0	0	8
Award Winner JBIO (RAJBIO)	0	0	0	0
Award Winner JE (RAJE)	0	0	0	0
Award Winner JFIC (RAJFIC)	0	0	0	0
Biography (RBIO)	1	38	0	39
Books on CD (RBKCD)	5	176	2	183
Books on Tape (RBKT)	0	28	0	28
Compact Disc (RCD)	24	517	10	551
Digital Audiobooks (RDA)	0	6	0	6
DVD (RDVD)	17	3203	15	3235
Equipment (REQP)	0	140	0	140
See librarian (RERR)	0	0	0	0
Express Book (REXP)	0	62	0	62
Fiction (RFIC)	29	1241	14	1284
Fiction New (RFICNEW)	14	504	10	528
Genealogy (RGENE)	0	0	0	0
Genealogy Mag (RGMAG)	0	0	0	0
Gen. Milroy Coll (RGMIL)	0	0	0	0
Graphic Novels (RGN)	1	109	1	111

Hanging Bag (RHANG)	0	24	0	24
ILL (RILL)	1	78	0	79
Internet (RINTER)	0	2755	0	2755
Juv. Audio book (RJAUDB)	0	19	1	20
Juv. Biography (RJBIO)	2	12	1	15
Juv. Book on CD (RJBKCD)	0	0	0	0
Juv. Book on Tape (RJBKT)	0	0	0	0
Juv. Compact Disc (RJCD)	0	47	2	49
Juvenile Easy (RJE)	5	1458	4	1467
Juv. Easy Non-fiction (RJENF)	0	180	0	180
Juv. Easy Reader (RJER)	1	665	3	669
Juv. Fiction (RJFIC)	24	978	8	1010
Juv. Magazine (RJMAG)	0	22	0	22
Juv. Music Cassette (RJMC)	0	0	0	0
Juv. Nonfiction (RJNF)	4	658	1	663
Juv. Paperback fic (RJPBF)	0	0	0	0
Juv. Professional Coll. (RJPRO)	0	0	0	0
Juv. Reference (RJREF)	0	0	0	0
Juv. Toddler (RJTOD)	0	310	1	311
Large Print Fiction (RLPF)	17	243	6	266
Large Print Nonfic (RLPNF)	0	14	0	14
Magazine (RMAG)	0	349	0	349
Music Cassette (RMCAS)	0	0	0	0
Non-Fiction 000 (RNF000)	0	22	0	22
Non-Fiction 100 (RNF100)	3	30	0	33
Non-Fiction 200 (RNF200)	1	67	2	70
Non-Fiction 300 (RNF300)	6	117	1	124
Non-Fiction 400 (RNF400)	1	20	0	21
Non-Fiction 500 (RNF500)	3	47	2	52
Non-Fiction 600 (RNF600)	7	244	8	259
Non-Fiction 700 (RNF700)	2	169	1	172
Non-Fiction 800 (RNF800)	1	25	0	26
Non-Fiction 900 (RNF900)	0	64	3	67
Nonfiction DVD (RNFDVD)	1	117	2	120
Nonfiction (RNFIC)	0	0	0	0
Nonfiction new (RNFNEW)	12	214	5	231
Nonfiction VHS (RNFVHS)	7	37	1	45
Oversize (ROVER)	0	0	0	0
Professional Coll. (RPRO)	0	0	0	0
Reference (REF)	0	0	0	0
Reference Business (RREFB)	0	0	0	0
Ref. Magazine (RRMAG)	0	0	0	0
Ready Reference (RRR)	0	0	0	0
Reference Software (RRSW)	0	0	0	0
Spanish Collection (RSPA)	0	25	0	25
Software (RSWAR)	0	184	1	185
Vertical File (RVF)	0	1	0	1
VHS (RVHS)	0	218	1	219
YA Audio book (RYAUDB)	1	11	4	16
YA Biography (RYAB)	0	4	0	4
YA Books on CD (RYABKCD)	0	0	0	0
YA Books on Tape (RYABKT)	0	0	0	0
YA Fiction (RYAF)	30	296	9	335
YA Nonfiction (RYANF)	2	37	0	39
YA Paperback Fic (RYAPBF)	0	0	0	0

Storage (RZSTO)	0	0	0	0
Award Winner JE (WAJE)	0	0	0	0
Biography (WBIO)	6	1	30	37
Books on CD (WBKCD)	2	10	119	131
Books on Tape (WBKT)	0	0	20	20
Compact Disc (WCD)	14	25	503	542
Digital Audiobooks (WDA)	0	1	4	5
DVD (WDVD)	18	31	2328	2377
Equipment (WEQP)	0	0	97	97
See librarian (WERR)	0	0	0	0
Express Book (WEXP)	0	0	55	55
Fiction (WFIC)	84	32	630	746
Fiction Fantasy (WFICF)	3	0	1	4
Fiction Mystery (WFICM)	17	12	83	112
Fiction New (WFICNEW)	34	21	414	469
Fiction Science Fiction (WFICSF)	1	1	14	16
Fiction Western (WFICW)	0	0	6	6
Genealogy (WGENE)	0	0	0	0
Genealogy Mag (WGMAG)	0	0	0	0
Graphic Novels (WGN)	0	0	24	24
Hanging Bags (WHANG)	0	5	24	29
ILL (WILL)	0	4	36	40
Internet (WINTER)	0	0	1335	1335
Juv. Audio book (WJAUDB)	0	0	22	22
Juv. Biography (WJBIO)	2	0	40	42
Juv. Book on CD (WJBKCD)	0	0	0	0
Juv. Book on Tape (WJBKT)	0	0	0	0
Juv. Compact Disc (WJCD)	0	1	35	36
Juvenile Easy (WJE)	11	17	1361	1389
Juv. Easy Non-fiction (WJENF)	1	0	141	142
Juv. Easy Reader (WJER)	14	3	868	885
Juv. Fiction (WJFIC)	48	23	1062	1133
Juv. Magazine (WJMAG)	0	0	139	139
Juv. Music Cassette (WJMC)	0	0	0	0
Juv. Nonfiction (WJNF)	11	4	770	785
Juv. Paperback fic (WJPBF)	0	0	0	0
Juv. Professional Coll. (WJPRO)	0	0	0	0
Juv. Reference (WJREF)	0	0	2	2
Juv. Toddler (WJTOD)	7	1	180	188
Large Print Fiction (WLPF)	20	7	71	98
Large Print Nonfic (WLPNF)	1	0	6	7
Magazine (WMAG)	2	2	527	531
Non-Fiction 000 (WNF000)	1	1	7	9
Non-Fiction 100 (WNF100)	3	3	12	18
Non-Fiction 200 (WNF200)	3	1	19	23
Non-Fiction 300 (WNF300)	2	2	54	58
Non-Fiction 400 (WNF400)	0	0	2	2
Non-Fiction 500 (WNF500)	0	0	23	23
Non-Fiction 600 (WNF600)	10	6	191	207
Non-Fiction 700 (WNF700)	3	4	45	52
Non-Fiction 800 (WNF800)	1	1	5	7
Non-Fiction 900 (WNF900)	2	2	55	59
Nonfiction DVD (WNFDVD)	1	2	89	92
Nonfiction (WNFIC)	0	0	1	1

Nonfiction New (WNFNEW)	10	4	117	131
Nonfiction VHS (WNFVHS)	0	0	22	22
Professional Coll. (WPROF)	0	0	0	0
Parent Shelf Juv. Fic (WPJF)	0	0	0	0
Parent Shelf Juv. NF (WPSJNF)	0	0	0	0
Reference (WREF)	0	0	0	0
Ref. Magazine (WRMAG)	0	0	0	0
Reference Software (WRSWAR)	0	0	0	0
Spanish Collection (WSPA)	0	0	15	15
Software (WSWAR)	2	0	88	90
Vertical File (WVF)	0	0	1	1
VHS (WVHS)	3	0	322	325
YA Audio book (WYAUDB)	0	1	9	10
YA Biography (WYAB)	0	0	4	4
YA Books on CD (WYABKCD)	0	0	4	4
YA Books on Tape (WYABKT)	0	0	0	0
YA Fiction (WYAF)	20	7	386	413
YA Nonfiction (WYANF)	2	0	38	40
YA Paperback Fic (WYAPBF)	0	0	0	0
Storage (WZSTO)	2	0	1	3
TOTAL	16327	16248	12737	45312

CIRCULATION BY HOLDINGS CODE
June 2009

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
Award Winner JBIO (AJBIO)	0	0	0	0
Award Winner JE (AJE)	0	0	0	0
Award Winner JFIC (AJFIC)	1	0	0	1
Award Winner JNF (AJNF)	0	0	0	0
Award Winner JPFIC (AJPF)	0	0	0	0
Award Winning fiction (AWFIC)	188	1	0	189
Award Winning non-fiction (AWNF)	12	0	0	12
Award Winner YAFIC (AYAF)	0	0	0	0
Award Winner YAPFIC (YAYPBF)	0	0	0	0
Biography (BIO)	46	39	32	117
Books on CD (BKCD)	156	189	124	469
Books on Tape (BKT)	14	28	20	62
Compact Disc (CD)	524	555	526	1605
Digital Audiobooks (DA)	6	7	4	17
DVD (DVD)	2116	3244	2348	7708
Equipment (EQP)	259	140	97	496
See librarian (ERR)	0	0	0	0
Express Book (EXP)	40	62	55	157
Fiction (FIC)	1203	1306	676	3185
Fiction Fantasy (FICF)	37	1	1	39
Fiction Mystery (FICM)	211	18	100	329
Fiction New (FICNEW)	707	551	436	1694
Fiction Science Fiction (FICSF)	19	1	14	34
Fiction Western (FICW)	17	1	6	24
Genealogy (GENE)	0	0	0	0
Genealogy Mag (GMAG)	0	0	0	0
Gen. Milroy Coll (GMIL)	0	0	0	0

Graphic Novels (GN)	76	112	26	214
Hanging Bags (HANG)	13	29	24	66
ILL (ILL)	84	82	36	202
Internet (INTR)	1690	2755	1335	5780
Juv. Audio book (JAUDB)	31	19	23	73
Juv. Biography (JBIO)	147	12	42	201
Juv. Book on CD (JBCD)	0	0	0	0
Juv. Book on Tape (JBKT)	0	0	0	0
Juv. Compact Disc (JCD)	89	49	37	175
Juvenile Easy (JE)	1485	1476	1379	4340
Juv. Easy Non-Fiction (JENF)	139	180	142	461
Juv. Easy Reader (JER)	1183	670	871	2724
Juv. Fiction (JFIC)	1401	1017	1078	3496
Juv. Holiday (JHOL)	52	0	0	52
Juv. Magazine (JMAG)	82	22	139	243
Juv. Music Cassette (JMC)	0	0	0	0
Juv. Nonfiction (JNF)	925	671	774	2370
Juv. Nonfic Text Bk (JNFT)	0	0	0	0
Juv. Paperback fic (JPBF)	0	0	0	0
Juv. Professional Coll. (JPRO)	0	0	0	0
Juv. Reference (JREF)	3	0	2	5
Juv. Toddler (JTOD)	233	311	186	730
Large Print Fiction (LPF)	174	252	82	508
Large Print Nonfic (LPNF)	8	14	6	28
Magazine (MAG)	946	351	527	1824
Music Cassette (MCAS)	0	0	0	0
Non-Fiction 000 (NF000)	16	32	7	55
Non-Fiction 100 (NF100)	40	38	13	91
Non-Fiction 200 (NF200)	42	70	24	136
Non-Fiction 300 (NF300)	117	130	60	307
Non-Fiction 400 (NF400)	10	20	2	32
Non-Fiction 500 (NF500)	41	48	25	114
Non-Fiction 600 (NF600)	329	268	203	800
Non-Fiction 700 (NF700)	91	182	47	320
Non-Fiction 800 (NF800)	16	29	5	50
Non-Fiction 900 (NF900)	93	69	59	221
Non-Fiction DVD (NFDVD)	47	121	91	259
Nonfiction (NFIC)	0	0	1	1
Nonfiction New (NFNEW)	166	226	127	519
Nonfiction VHS (NFVH)	16	38	23	77
Oversize (OVER)	3	0	0	3
Professional Coll. (PROF)	0	0	0	0
Parent Shelf Juv. Fic (PJF)	0	0	0	0
Parent Shelf Juv. NF (PSJNF)	6	0	0	6
Reference (REF)	84	88	30	202
Reference Business (REFB)	0	0	0	0
Ref. Magazine (RMAG)	0	0	0	0
Ready Reference (RRR)	0	0	0	0
Reference Software (RSWAR)	0	0	0	0
Spanish Collection (SPA)	25	25	16	66
Software (SWAR)	100	185	89	374
Vertical File (VF)	2	1	1	4
VHS	292	228	325	845
YA Audio book (YAUDB)	12	14	14	40
YA Biography (YAB)	1	4	4	9

YA Books on CD (YABKCD)	0	0	4	4
YA Books on Tape (YABKT)	0	0	0	0
YA Fiction (YAF)	499	318	410	1227
YA Nonfiction (YANF)	35	37	38	110
YA Paperback Fic (YAPBF)	1	0	0	1
Storage (ZSTO)	10	0	1	11
				0
Free reads	217	525	107	849
Games/Puzzles	1	30	0	31
Talking books	0	0	0	0
Assignment Shelf Books	0	0	0	0
TOTAL	16629	16891	12874	46394

	DeMotte	Rensselaer	Wheatfield	
ADULT BOOKS				
Fiction	2635	2717	1478	6830
Nonfiction	1211	1360	693	3264
CHILDREN'S BOOKS				
Fiction	4491	3475	3514	11480
Nonfiction	1284	863	960	3107
YA BOOKS				
Fiction	576	430	436	1442
Nonfiction	36	41	42	119
Magazines, Adult	946	351	527	1824
Magazines, Children	82	22	139	243
Sound Recordings, adult	712	793	692	2197
Sound Recordings, ch	133	97	84	314
Online databases	0	0	0	0
Software	100	185	89	374
Vertical file	2	1	1	4
VHS/DVD	2471	3631	2787	8889
Equipment	259	140	97	496
Total	14938	14106	11539	40583
A-V Circulation	3416	4706	3652	11774
A-V Circulation as % of total	22.9%	33.4%	31.6%	29.0%

June 2009

DEMOTTE			RENSSELAER			WHEATFIELD			
Added	Withdrew	Circu-	Added	Withdrew	Circu-	Added	Withdrew	Circu-	Total
Vols.	Vols.	lation	Vols.	Vols.	lation	Vols.	Vols.	lation	Circ.

END OF MONTH:	DEMOTTE	RENSSELAER	WHEATFIELD
Total Materials Owned	67,521	58,243	44,060
Circulation Increase/Decrease	7.2%	17.1%	17.7%

MONTHLY SYSTEM STATISTICS	2008	2009	% change
Current month's Circulation	35,789	40,583	13.4%
Jan. to date circulation	164,000	180,572	10.1%

[illegible]

JASPER COUNTY PUBLIC LIBRARY MONTHLY REPORT
June 2009

R5

	DeMotte		Rensselaer		Wheatfield		TOTAL	HOURS SPENT
		Hrs.		Hrs.		Hrs.		
INTRALIBRARY LOANS FILLED	202	44	176	38	401	87	779	169
LOCAL HISTORY								
In person	0	0	11	3	10	3	21	6
Letters written	1	1	6	6	0	0	7	7
IN-HOUSE USE - HARDWARE/SOFTWARE								
Internet use	1690	70	2755	115	1335	56	5780	241
Computer software used	144	12	147	12	182	15	473	39
VCR Use	0	0	0	0	0	0	0	0
Microforms	0	0	10	1	0	0	10	1
CD ROM/Online databases	148	12	578	48	228	19	954	80
Typewriter use	2	0	3	0	0	0	5	0
Other equipment used	0	0	0	0	0	0	0	0
OTHER LIBRARY SERVICES USED								
Outreach activities	39	39	1	1	0	0	40	27
Notarized documents	0	0	12	3	0	0	12	3
Meeting Room Use (no. of group)	29	10	62	21	61	20	152	51
Study room use	23	2	50	4	16	1	89	7
Proctoring	2	1	0	0	0	0	2	1
Tax Forms distributed	0	0	0	0	0	0	0	0
Pull Requests	0	0	0	0	0	0	0	0
IN-HOUSE USE ITEMS	56		668		198		922	
WIRELESS USE via patron owned pcs	178		277		83		538	
SELF-CHECKOUT USE	764		1602		1455		3821	
INTERLIBRARY LOANS								
Requests made for:	74	19	118	30	39	10	231	58
Items rec'd for:	84	42	88	44	30	15	202	101
Items requested by other libraries	0		0		0		0	
Items supplied to other libraries	0	0	0	0	0	0	0	0

REGISTRATIONS

Total Borrowers	7909	8036	4398	20343
Non-resident, paying	1	3	0	4
PLAC card users	0	4	1	5
Reciprocal borrowers	384	372	87	843
Number of New Patrons Added	86	82	57	
Number of Patron Cards Expired	3	0	6	

PROGRAMS

	DeMotte		Rensselaer		Wheatfield		TOTAL	HOURS SPENT
		Hrs.		Hrs.		Hrs.		

Programs for all ages	0	0	0	0	0	0	0	0
Children's Programs (0-13)	3	18	11	66	8	48	22	132
Number attending	311		657		412		1380	
YA Programs (14-17)	2	12	3	18	4	24	9	54
Number attending	90		51		79		220	
Adult Programs	2	12	6	36	0	0	8	48
Number attending	88		231		4		323	
Senior Citizen Programs	9	54	3	18	2	12	14	84
Number attending	117		30		18		165	
Total Number of Programs	16	96	23	138	14	84	53	318
Total Persons Attending	606		969		513		2088	
Total Attending Same Month Last	1150		826		641		2617	
Total Staff Hours Spent		348		464		310	1122	1109
Total Number of In-House Program	9		23		14		46	
Total Attendance	538		969		513		2020	
Total Number of Outreach Program	7		0		0		7	
Total Attendance	68		0		0		68	

CIRCULATION BY PATRON CODE

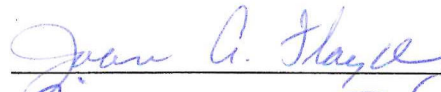
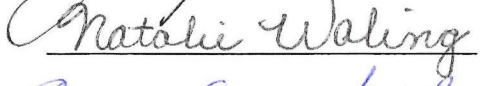
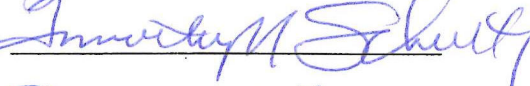
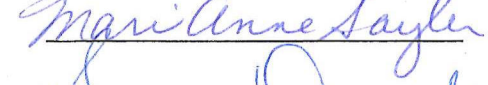
PATRONS	DeMotte		Rensselaer		Wheatfield		ALL LIBRARIES	
	Items Loaned	% of Total	Items Loaned	% of Total	Items Loaned	% of Total	Items Loaned	% of Total
Adult	9726	65.5%	8773	62.5%	6988	60.7%	25487	63.1%
Corporate	0	0.0%	88	0.6%	0	0.0%	88	0.2%
Juvenile 0-11	1097	7.4%	892	6.3%	644	5.6%	2633	6.5%
Juvenile-AV	2164	14.6%	2086	14.8%	2281	19.8%	6531	16.2%
Nonresident No Fee	81	0.5%	115	0.8%	138	1.2%	334	0.8%
Nonresident Fee	0	0.0%	7	0.0%	0	0.0%	7	0.0%
PLAC (state library card)	0	0.0%	3	0.0%	0	0.0%	3	0.0%
Reciprocal Adult	496	3.3%	397	2.8%	172	1.5%	1065	2.6%
Reciprocal Juvenile	56	0.4%	0	0.0%	1	0.0%	57	0.1%
Reciprocal Juvenile AV	20	0.1%	26	0.2%	0	0.0%	46	0.1%
Reciprocal YA	22	0.1%	2	0.0%	0	0.0%	24	0.1%
Reciprocal YA AV	4	0.0%	8	0.1%	0	0.0%	12	0.0%
School	0	0.0%	0	0.0%	0	0.0%	0	0.0%
School AV	0	0.0%	6	0.0%	0	0.0%	6	0.0%
St. Joseph College	0	0.0%	29	0.2%	0	0.0%	29	0.1%
Staff	505	3.4%	913	6.5%	765	6.6%	2183	5.4%
Walking books	103	0.7%	36	0.3%	0	0.0%	139	0.3%
YA 12-17	153	1.0%	66	0.5%	36	0.3%	255	3.7%
YA-AV	428	2.9%	601	4.3%	484	4.2%	1513	3.7%
Total	14855		14048		11509		40412	
All items borrowed by nonresidents	679	4.6%	593	4.2%	311	2.7%	1583	3.9%

**Salary Ordinance 2009
Updated 7/13/09**

Name	Classification	Present Hrly Wage	Start Date	Hrs Worked	Library
Todd Luke	Maintenance	\$11.62	6/10/09	3	R
Jamie Jones	Library Assistant 2	\$11.34	6/16/09	40	R
Stephanie Shields	Clerk	\$8.51	6/29/09	12	R
James Little	Maintenance	\$11.62	6/29/09	3	W
Rebekah Edelman	Page	\$6.55	7/1/09	10	R
Chelsea Schafer	Page	\$7.25	7/25/09	10	R
Melissa Lagestee	Page	\$6.55	6/29/09	10	D
Jean Lambert	Janitor	\$11.11	7/16/09	13	W
Joan Estrada	Janitor	\$10.16	7/6/09	13	W

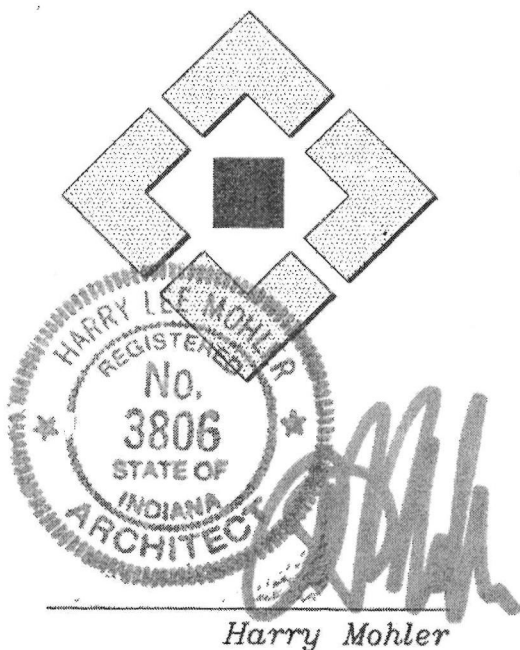
Todd Luke and James Little have been hired as maintenance personnel, replacing Joe Zellert who resigned his maintenance responsibilities at the Wheatfield and Rensselaer Libraries. Jamie Jones has been promoted to Library Assistant 2, replacing Kara Mulvihill who resigned to attend law school. Stephanie Shields has been promoted to clerk, replacing Jamie Jones. Rebekah Edelman, Chelsea Schafer, and Melissa Lagestee have all been hired as pages, replacing promoted staff or staff who have resigned to attend college. Jean Lambert has replaced Wheatfield janitor Marion Minix who is no longer employed by the library, and Joan Estrada replaced Dawn Schumacher who resigned as Wheatfield janitor.

We have examined and approved the changes to the 2009 Jasper County Public Library Salary Ordinance. Dated 7/13/09



JASPER COUNTY PUBLIC LIBRARY/ 08029		
Bid Tabulation Form		
Estimate of June 2009 bids		
Contractor	Base Bid #1 DEMOTTE SHINGLES	Base Bid #2 DEMOTTE METAL
BABILLA	\$209,000.00	\$279,000.00
STEVE'S SPEC. SERVICES	\$189,578.00	\$242,149.00
ADVANCED RESTORATION	\$323,000.00	\$280,000.00
MARIS AND SON	\$195,113.00	\$299,113.00



PUBLIC RECORDS POLICY

Access to public records is governed by IC 5-14-3 which states that "all persons are entitled to full and complete information regarding the affairs of government and the official acts of those who represent them as public officials and employees."

The following public records are exempted from the disclosure requirements upon approval of this policy by the JCPL Board of Trustees as provided for in IC 5-14-3.

1. Personnel files of library employees and files of applicants for employment except for:
 - 1.1 The name, compensation, job title, business address, business telephone number, job description, education and training background, previous work experience, or dates of first and last employment of present or former officers or employees of the library;
 - 1.2 Information relating to the status of any formal charges against the employee;
 - 1.3 Information concerning disciplinary actions in which final action has been taken and that resulted in the employee being disciplined or discharged.

However, all personnel file information shall be made available to the affected employee or his/her representative. General personnel information on all employees or groups of employees, without individual names, may not be excepted from disclosure.

2. Administrative or technical information that would jeopardize a recordkeeping or security system.
3. Computer programs, computer codes, computer filing systems, and other software that are owned by the library or entrusted to it.
4. Records specifically prepared for discussion or developed during discussion in an executive session under IC 5-14-1.5-6.
5. The identity of a donor of a gift made to the library if the donor requires nondisclosure of his/her identity as a condition of making the gift or after the gift is made, the donor or a member of the donor's family requests nondisclosure.

6. Library records which can be used to identify any library patron. Circulation records or other records identifying the names of library users with specific materials are for the sole purposes of protecting public property and compiling statistical information. Such records shall not be used either directly or indirectly to otherwise identify the types of materials used by individual patrons.

A patron's address may be given to law enforcement officials when

- Staff have good reason to believe that a patron, who has left the library before law enforcement officials can arrive, is a serious threat to himself or others and
- No other way to identify the patron is available (such as auto license number or address in phone book)

Library records shall not be made available to any agency, group or individual except pursuant to such process, order, or subpoena as may be authorized under the authority of, and pursuant to, federal, state, or local law relating to civil, criminal, or administrative discovery procedures or legislative investigatory powers.

Upon receipt of such process, order, or subpoena, the Library Director will consult with legal counsel to determine if such document is in proper form and if there is a showing of good cause of its issuance; if the process, order, or subpoena is not in proper form or if good cause has not been shown, the Director will insist that such defects be cured.

Any costs incurred, as a result of such order, in a search through patron records, shall be borne by the agency, group or individual demanding the search.

Disclosure of library circulation records will be made in the case of parents (biological, foster, step) or legal guardians, inquiring about the materials their children aged ~~13~~ 17 or under currently have on loan.

7. Records deposited with, or acquired by, the Library upon a condition that the records be disclosed only:
 - 7.1 To qualified researchers.
 - 7.2 After the passing of a period of years that is specified in the documents under which the deposit or acquisition is made or
 - 7.3 After the death of persons specified at the time of the acquisition or deposit.

7/94; revised 7/07; revised 7/09

PERSONNEL POLICY

DEFINITIONS

1. **Exempt employees** are those whose duties and responsibilities are of an executive, administrative, or professional character (or other exempt work) as described under the Fair Labor Standards Act (FLSA) and who are paid on a salary basis and are, therefore, exempt from the overtime and certain other provisions of the FLSA.
2. **The Board of Directors** of the Jasper County Public Library will hereinafter be referred to as "**The Board**".
3. The **Jasper County Public Library** will hereinafter be referred to as "**JCPL**".
4. **Certified** employees are defined as any employees holding or qualifying for any of the five Indiana Library Certification levels.
5. **Non-certified** employees are defined as any employees not holding or qualifying for any of the five Indiana Library Certification levels.
6. A **work week** is defined as Sunday through Saturday.
7. **Overtime** is defined as any time worked over 40 hours per week.
8. The first six months of employment is considered a training/orientation period when a new employee must satisfactorily demonstrate the ability to perform his/her duties.

ADMINISTRATION AND MANAGEMENT

1. The administration and direction of all employees shall be the responsibility of the Director or his/her designee. Hiring of new personnel, promotions, dismissals shall be under the Director's jurisdiction except where the Board has indicated restrictions. The employment of the Director shall be the responsibility of the Board.
2. JCPL is an Equal Opportunity employer and selection of employees is based solely on merit.
3. All employees are employees at will and can be terminated at any time without notice.
4. JCPL shall observe Indiana Library State Certification requirements.
5. Typically each employee will be evaluated annually in writing. The Director will be evaluated in May.

6. Close relatives of Board members and staff shall not be employed by the Library. A special exception may be granted by the board for a person employed on an irregular and very limited basis.

SALARIES

1. This salary policy will be reviewed annually to determine whether the classification plan fairly reflects the kind and level of positions needed to effectively operate the library and whether salary ranges are still fair and equitable. Salary obligations made by the Board or by the Director are contingent upon sufficient revenues of the Library.
2. The Board is responsible for determining the amount of money to be budgeted for salaries and setting the salary of the Director.
3. The Director is responsible for determining the job classification and salary amounts for each employee subject to board review.
4. Explanation of Salary Plan

- 4.1 Pages, clerks and Library Assistant I's will be evaluated after 3 months of employment. They will receive a 10 cent salary increase with a satisfactory 3 month evaluation. This also applies to employees promoted to clerk and Library assistant I's positions.

All new employees will be evaluated after six months' employment. A satisfactory rating will qualify the individual for vacation benefits if applicable (see Vacations section for details). Pages, clerks and Library Assistant I's will receive another 10 cent salary increase at this time and again at the end of the first year of employment if performance is satisfactory. This also applies to employees promoted to clerk and Library assistant I's positions. Promoted employees who have performed satisfactorily will receive the percentage increase determined by the board as per 4.3.

All newly promoted employees will be evaluated after 6 months in their new position.

An unsatisfactory rating at any time during the training/orientation period may result in immediate termination.

- 4.2 An employee must work 8 months in the same position to qualify for the annual increase in January.

A new employee who has not completed his/her first full year of employment by January 1 will receive the first annual increase beginning with the pay period following the anniversary date of his/her one year employment.

The employee will be eligible for ½ of the % increase determined by the board as per 4.3 the following January, if s/he has worked more than 3 months and less than 8 months at his/her one year salary. If the employee has worked less than 3 months at his/her one year salary, s/he remains at the present rate until the following January.

4.3 Each year an employee's annual salary will increase by an amount or percentage as determined by the board, except for those in the "Page" classification ~~and those who have reached the maximum salary level for their classification~~. Page salaries are detailed in the Salary Schedule Chart, below.

4.4 Employees working less than an average of 8 hours per week do not automatically qualify for annual increases.

5. Work Performance

An employee who receives the lowest rating in 3 or more areas of a job performance evaluation is not eligible to receive a raise.

6. Salary Schedule

Minimums will increase ½ of annual salary increase to adjust for inflation each January.

Compression adjustments will be applied to the salary schedule in accordance with federally mandated minimum wage increases.

Minimum salary for the page position will increase as required by federal law.

Jasper County Public Library

Salary Schedule (eff 7/16/09)

Classification	Minimum	Classification	Minimum
Clerk	\$9.21	Business Manager	\$15.21
Library Assistant I	\$9.77	Librarian 1	\$15.53
Library Assistant II	\$11.54	Librarian 2	\$16.15
		Librarian 3	\$18.02
Assistant Business Mgr.	\$11.87	Systems Administrator	\$18.02
Library Specialist I	\$11.87	Janitor/Courier	\$10.86
Library Specialist II	\$14.39	Janitor Maintenance	\$12.32
Library Specialist III	\$14.64		

	Minimum	One year	2 yrs	3 yrs	4 yrs
Page	\$7.25	\$7.55	\$7.85	\$8.15	\$8.45

7. Interim Services

When an employee is asked to take on a major portion of the essential responsibilities of an absent employee in a higher job classification for more than three months, s/he will receive additional pay as determined by the Director for the time in which s/he serves in an interim capacity.

8. Salary Classifications

Page: Must be 15 years old. If expected to work beyond 7:00 PM, they must be 16. Shelves books, straightens shelves. May also work at the circulation desk.

Clerk: High school graduate. Clerical work. Will work at circulation desk and/or in Technical Services.

Library Assistant I: H.S. graduate. In addition to clerical duties, will do basic ready reference work or work in technical services department doing basic materials processing.

Library Assistant II: H.S. graduate with 2 years college or with 3 years library experience or with special technical expertise in a specific area of library operation.

Library Specialist I: 2 years of college or 5 years of library experience and continuing education or special technical expertise in a specific area of library operation. Responsible for area of library operation requiring extensive independent judgment and responsibility.

Library Specialist II: Five years' experience as Library Specialist I. Demonstrates highly-developed skills. Spends at least 70% of time in a specialized area of library operation requiring extensive independent judgment and initiative.

Library Specialist III/Human Resources Specialist III:

College graduate or 10 years' experience as a Library Specialist and head of a major library department or area.

Systems Specialist: 2 years of college or 2 years of technical experience. Requires extensive independent judgment and responsibility in maintaining and troubleshooting PCs and network problems.

Assistant to the Business Manager: 2 years of college or 2 years of experience in a related field (business and/or accounting). Requires extensive independent judgment and responsibility in maintaining accounting and personnel records.

Business Manager: 5 years accounting experience. Manages business operations of Library System including supply inventory, financial records, personnel records, benefits administration, general office and secretarial duties.

Janitor: Responsible for cleaning and light maintenance of library building.

Janitor/Maintenance: Responsible for cleaning and maintenance of library building.

Courier: Valid driver's license; excellent driving record; current auto insurance; transports library materials daily to each library in system

Librarian I: Bachelor's degree and Indiana library certification. Responsible for Youth Services, Technical Services or a Branch.

Librarian II: MLS degree and Indiana library certification. Responsible for area of library operation requiring extensive independent judgment and responsibility.

Librarian III: MLS degree and Indiana library certification. Responsible for management of a library or Technical Services Department.

Systems Administrator: Bachelor's Degree including a significant amount of computer-related courses. Responsible for management of hardware and operating software for integrated library system and for computer network.

Director: MLS degree plus 2-3 years supervisory experience and Indiana Library Certification 1. Supervises and directs the operation of the library system, and acts as liaison between Library Board and staff.

9. Changing Classifications

9.1 Moving from one classification to another is never automatic, even when stated requirements are met. Promotions are dependent on the availability of an opening in the higher position and on the Director's approval of a supervisor's recommendation for promotion of an employee.

9.2 When possible, vacancies in higher positions will be filled by promotion of qualified employees from within the library.

9.3 Upon promotion, an employee's salary shall immediately be raised to a minimum of 50 cents per hour above his/her present rate.

BENEFITS

1. **Employees qualified for benefits:** Sections 2 through 8 apply to persons working 32 or more hours per week. Employees working 20 - 31 hours per week are eligible to earn sick pay (sec. 2) and vacation pay (sec. 4) after they have completed 3 years of service. All employees, regardless of the number of hours worked per week, are entitled to an Anniversary Holiday. See section 3.2 (Holidays).

2. Sick Pay

2.1 A paid **sick day** is defined as the number of hours the employee is regularly scheduled to work on the day missed.

2.2 Employees receive the equivalent of 1 paid sick day per month during their first partial year of employment. 12 paid sick days per year are granted each January thereafter. Employees working 20 to 31 hours per week will receive paid sick days on a prorated basis.

2.3 Sick pay may accumulate to a maximum of 96 days.

2.4 Sick pay may be used in case of illness of the employee or a *relative*, as defined in other policies or by law, living in the employee's household.

2.5 Five (5) days of an employee's *paid* sick days per year may also be used for the medical needs of a parent or child not living in the household, with proper medical documentation from child's or parent's health care provider.

2.6 Sick pay may be used for an employee's medical appointments if an appointment cannot be made on the employee's own time.

2.7 Employee should notify supervisor of his/her desire to use paid sick days 30 days in advance for a foreseeable medical reason.

2.8 Paid sick days ~~is~~ are a privilege to be used only for the above purposes. Paid sick days cannot be used as vacation or earned time off.

2.9 Paid sick days may be used with special approval of the director for extended funeral leave for immediate family members as defined, in the funeral section, and for other funerals.

3. **Holidays**

3.1 Employees who work an average of 32 hours or more per week are eligible for paid holidays. Refer to the Holiday Policy for a list of holidays we observe.

3.2 An Anniversary Holiday, defined in the Holiday Policy, will be given to any long-term employee regardless of full or part time status. Anniversary holidays will be prorated for employees working less than 32 hours per week.

3.3 An employee who works 3 or 4 eight hour days per week will receive one 8 hour day off with pay when a holiday occurs, if they are eligible for paid holidays. A person who works five 7 hour days will receive one 7 hour day off with pay when a holiday occurs.

3.4 If the holiday falls on the employee's day off, that employee is granted equivalent time off with pay to be taken within the pay period. If the employee works 40 hours per week, the equivalent time must be taken within the work week. Not applicable for exempt employees.

4. **Vacations**

4.1 **Schedule of earned vacation credit**

Vacation time is based on a 40 hour work week and is prorated for employees working 20 to 39 hours per week.

A vacation day is defined as the hours that an employee is regularly scheduled to work per week during the time the vacation is accrued divided by five (5).

4.1.1 Librarians I, II, III and Systems Administrator

A. Librarian or Systems Administrator working an average of 32 hours per week or more

0-4 years' service - 1.5 days per month with pay

5+ years' service - 2 days per month with pay

B. Director

0+ years' service - 2 days per month with pay

4.1.2 Employees working an average of 32 hours per week or more

0-4 years' service - 1 day per month with pay

5-9 years' service - 1.5 days per month with pay

10+ years' service - 2 days per month with pay

4.1.3 Part time employees working 20 to 31 hours per week

3-9 years' service - 1 day per month with pay

10+ years' service - 1.5 days per month with pay

4.2 Regulations

4.2.1 No employee may take vacation without approval of the Director, Supervisor, or his/her designee. Vacation requests are approved in consideration of the scheduling needs of the department.

4.2.2 Vacation time is not cumulative from one year to the next.

4.2.3 Vacation time accrued during one calendar year is to be taken after the beginning of the following calendar year.

New employees are entitled to vacation benefits upon satisfactory completion of the six-month training/orientation period and upon receipt of a satisfactory performance evaluation. Vacation time will be credited from date of hire. New employees are eligible to take credited vacation time after six months of employment for vacation time earned during previous calendar year.

4.2.4 During first partial year of employment, all vacation time is prorated.

4.2.5 Any employee who has successfully completed his/her orientation period and leaves before the end of any year will be paid for unused vacation leave.

4.2.6 Vacation leave will not accrue during unpaid leaves of absence.

4.3 Regulations for employees earning vacation before 1994. (These employees were hired under a policy requiring them to take vacation time the same year they earned it.) (Revised 4/06)

4.3.1 Vacation is credited at the rate of 2 days per month and may not be taken before the beginning of the month in which it is earned.

4.3.2 Employees may defer (or accrue) days of their annual earned vacation leave, to be taken in the subsequent year, until they have accumulated 24 days of accrued vacation.

4.3.3 Employees may never take more than 24 vacation days in one year.

4.3.4 Vacation leave will not accrue during unpaid leaves of absence.

5. **Funeral leave**

5.1 Staff members who qualify may have up to three (3) paid working days to arrange and attend a funeral or memorial service of the employee's spouse, the employee or spouse's child, sibling, grandparent, or parent, or the spouse of any of the above.

5.2 Paid sick days may be used with special approval of the director for extended funeral leave for immediate family members as defined, in the funeral section, and for other funerals.

6. **Paid Weather Days**

6.1 An excused absence with pay will be given by the Director or his/her designee to any employee working an average of 32 hours or more per week when weather conditions necessitate the closing of the library.

Such absences will not be charged to accrued, vacation time, or sick time. Any employee who is on sick or vacation time when library is closed for such stated emergencies will be charged with his/her sick or vacation time as if the library were open for business. If the library closes for such emergencies on an employee's day off, the employee will not receive a paid weather day off. Employees, working fewer than 32 hours per week, who are offsite and are scheduled to work but are unable to work due to library closure, have the option to make up any lost time if it fits with library needs. All employees who are onsite at time of emergency closure will be paid for the remainder of their shift.

In the event of library closings due to temporary unsafe or unhealthy working conditions, employees may be asked to report to another branch. Mileage will be paid in this case, if the distance traveled is greater than the distance from the employee's home to his/her usual workplace. Carpooling to the new location is expected when practical.

6.2 **Jury Duty**

6.2.1 The Library recognizes that jury or witness duty is the obligation of all citizens and encourages its employees to fulfill this obligation. If you are called for jury duty or subpoenaed as a witness in a court or administrative agency action, you will be granted excused time away from work. You must, however, return to your duties any time you are not needed in the courtroom. If you are called for jury duty or subpoenaed as a witness, you should advise your supervisor and give the supervisor a copy of the summons or subpoena as soon as possible after learning that you must serve.

Non-exempt employees will receive the difference between their average straight time hourly rate up to eight hours per day and the payment they receive for jury service for time they otherwise would have been regularly scheduled to work. Employees must present proof of the amount of jury pay received.

Exempt employees will receive their normal salary for partial workweeks in which they perform jury service or witness duty related to the Library's business, offset by any amount received as jury or witness fees. Employees must present proof of the amount of jury pay received. An exempt employee will be paid his normal salary, less any jury fees received.

6.2.2 Employees shall note jury duty on their time sheet in the excused absence column. 'Jury duty' should be written in the note field.

7. Public Employee's Retirement Fund (PERF)

7.1 Employees who work an average of 32 or more hours per week are required to enroll in PERF if they hold positions classified as:

Director	Business Manager
Assistant Director	Library Specialist
Librarian 3	Library Assistant
Librarian 2	Special Services Librarian
Librarian 1	Systems Administrator
Assistant Business Manager	

7.2 The employee's *mandatory* contribution to PERF is 3% of gross earnings. In addition, the Library also contributes to JCPL's PERF account. This money will be paid out to eligible JCPL employees during their retirement.

7.3 Eligible employees may also elect to make voluntary pre-tax and/or post-tax contributions toward their retirement savings up to an additional 10% of gross earnings.

8. Health/life insurance

8.1 The library offers a group health package that includes medical, dental, prescription, vision, life and accidental death benefits that, is presently available to all employees working 30 hours or more per week. The Library has adopted the Internal Revenue Code Section 125, Premium Conversion Plan, to pay for qualified employee insurance premiums.

8.2 The Board will pay all but \$1.00 per year of the life insurance cost for any eligible employees who elect not to take the health insurance.

9. Family and Medical Leave/Military Leave

The Library will comply with all applicable laws regarding FMLA and Military Leaves of Absence. Consult the JCPL FMLA Policy or Military Leave Policy for more details.

10. Meal time

Each employee working seven (7) hours or more in one day may take at least 30 minutes up to one hour of their own time for lunch or supper.

11. Break time

Each employee is allowed a break of 15 minutes of paid time for each continuous working schedule of three and one-half (3 ½) hours.

Employees under the age of 18, who are scheduled to work six or more consecutive hours must take a 30 minute break without interruption between their third and fifth hours of work. If they work 7 or more hours in the day, the break is fully paid. If they work less than 7 hours, they are paid for 15 minutes of their break.

12. Leave without pay

Good attendance is a condition of employment and necessary for the smooth, efficient, economical running of the library. Leave without pay may, on occasion, be granted by the Director as long as it is not detrimental to JCPL. Unapproved absences without pay will result in disciplinary action.

13. Overtime Guidelines

As a general rule, non-exempt employees may work no more than 40 hours per week. If management determines that overtime must be worked by non-exempt employees, an employee's schedule may be adjusted in another week for budgetary reasons.

14. Meetings and conferences

14.1 Monies budgeted for professional meetings may be provided to employees and board members for the purpose of attending meetings and conferences fostering continuing education and training in those areas related to the operation of the library.

14.2 All employees and Board members are encouraged to attend library related meetings and workshops. Each employee must obtain approval of his/her supervisor and the Director before attending such meetings and seeking expense reimbursements. Board approval is required to attend workshops and other meetings which are not sponsored by ILF (Indiana Library Federation), ISL (Indiana State Library) or INCOLSA.

14.3 Employees attending meetings or conferences are paid only for their regularly scheduled hours. Any time exceeding the scheduled time shall be considered compensatory time and shall conform to section 13.

14.4 To receive compensation for expenses incurred for any meeting, employees and Board members must submit accounts payable vouchers with attached receipts to the Director's office by the Monday preceding the next board meeting.

15. **Certification**

It is the policy of the library to meet the standards set by the Indiana State Library for certification levels for professional staff members. It is the responsibility of each professional staff member to maintain the certification level appropriate to the position he/she fills and to pursue the library education units (LEUs) required by the Indiana State Library for re-certification for the professional position he/she holds: Director: 100 LEUs every 5 years; Department and Branch Head: 75 LEUs every 5 years; Professional Assistant: 50 LEUs every 5 years. Each professional staff member must submit a copy of each LEU certificate received to the business office.

16. **Travel**

15.1 Approved library business includes conferences, workshops, field trips, counterpart meetings, or meetings approved by the Board and travel among the three libraries of the Jasper County Public Library system.

15.2 ~~Employees or board members~~ traveling on approved library business ~~outside their city or town limits~~ will be reimbursed for mileage at the IRS approved rate.

15.3 Employees are prohibited from using personal communication devices (i.e. cell phones, pagers, etc) while operating a motor vehicle on library business. Employees operating a motor vehicle should park in a safe area before making or receiving telephone calls or otherwise using personal devices. Furthermore, employees are required to be familiar and comply with the laws of the jurisdiction in which they are driving.

17. **Appropriate dress**

Appropriate dress and personal grooming create a favorable image for the library. We expect you to use good judgment and to maintain high standards in your personal cleanliness and attire. Your appearance affects the library's image. The library reserves the right to determine that particular attire is inappropriate for its business and to inform you of this and instruct you to change inappropriate attire. Some clothing, such as jeans, normally judged unacceptable for work, will be allowed on casual dress days and on other special occasions with permission from the Director.

18. **Alcohol and drug use**

Use of alcoholic beverages is prohibited on all library property.

The unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited on library property. Employees violating that prohibition will be terminated. Employees working under the influence of alcohol or under the influence of illegally-used drugs may also be terminated. All violations will be reported to local law enforcement authorities.

An employee must notify the Director of any criminal drug statute conviction for a violation occurring in the workplace no later than 5 days after such conviction. Such conviction will result in dismissal.

19. Discipline

The Jasper County Public Library makes no promise of continued employment or employment for a specific period of time. The employer-employee relationship remains at-will. An individual's employment will continue only so long as the employee is satisfied with the library, and the library is satisfied with the employee.

Any employee who fails to perform the job satisfactorily, or is otherwise guilty of misconduct or insubordination, will be subject to discipline. In many cases, progressive discipline will be employed, including counseling, verbal warnings followed by written warnings, before more drastic measures are taken. Because circumstances vary in each case, each situation will be handled on an individual basis.

20. Outside Employment:

JCPL does not prohibit employees from outside employment. The job cannot, however, interfere with meeting the staffing needs of JCPL. Employees may not have outside employment while on leave (except vacation leave) from JCPL.

21. Workers Compensation:

This insurance covers employee work-related injuries. It pays for medical expenses and for time off work due to the injury according to WC Regulations. The employee may use paid sick leave to make up the difference between workers' compensation time-off reimbursement and the employee's normal wage for that time period.

22. Telecommuting:

Telecommuting arrangements will only be allowed at the discretion of the Director.

Resolution to Request Advance Draw

Whereas, it has been determined that the Jasper County Public Library needs additional funds to operate; therefore, we the Board of Trustees of the Jasper County Public Library do resolve to approve this request to the County Auditor and County Treasurer for 95% of all possible revenues received to date for the Library Operating Fund, Library Capital Projects Fund, and General Obligation Bond Fund to the Jasper County Public Library, payable 30 days from the date of this resolution.

ADOPTED THIS 13th DAY OF July, 2009.

NAY

AYE

Jody Melton
Kathie Welling
MariAnne Sayler
Susan Deardoff
Joan A. Floyd
Imothy N. Schuck
Diana K. George

ATTEST:

Jody Melton
Secretary of the Jasper County Public Library Board

JCPL FINANCIAL STATEMENT

June 30, 2009

	<u>Beginning 2009 Balance</u>	<u>Current Month Disbursements</u>	<u>Y-T-D Disbursements</u>	<u>Current Month Receipts</u>	<u>Y-T-D Receipts</u>	<u>Ending Balance</u>
Operating Fund	\$586,496.58	\$136,176.38	\$901,009.94	\$87,235.87	\$507,477.38	\$192,964.02
Includes Investments of:						
Public Library Access Card Fund	\$60.00	\$0.00	\$90.00	\$0.00	\$30.00	\$0.00
Gift Fund	\$5,910.61	\$3,060.31	\$5,888.77	\$387.00	\$6,957.53	\$6,979.37
DeMotte	\$1,834.58	\$515.96	\$1,551.73	\$0.00	\$1,360.17	\$1,643.02
Rensselaer	\$2,369.46	\$2,120.81	\$3,619.66	\$327.00	\$4,324.41	\$3,074.21
Wheatfield	\$1,706.57	\$423.54	\$717.38	\$60.00	\$1,272.95	\$2,262.14
Library Improvement Reserve Fund	\$216,342.26	\$0.00	\$0.00	\$237.22	\$1,660.38	\$218,002.64
Includes Investments of:						
Bond & Interest Redemption Fund	\$109,471.48	\$630.00	\$160,432.50	\$10,925.28	\$51,657.99	\$696.97
Includes Investments of	\$0.00					
Rainy Day Fund	\$168,751.12	\$4,925.00	\$6,222.50	\$0.00	\$98,549.78	\$261,078.40
Includes Investments of	\$0.00					
State Technology Fund G	\$6,731.97	(\$2,220.00)	\$5,280.00	\$0.00	\$0.00	\$1,451.97
Capital Projects Fund	\$523,219.14	\$0.00	\$0.00	\$9,566.14	\$44,421.00	\$567,640.14
Includes Investments of	\$0.00					
Host/Hospitality Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Levy Excess Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$84,309.00	\$84,309.00
Sales Tax	\$5.32	\$0.00	\$5.22	\$0.24	\$15.04	\$15.14
Construction Fund	\$186,153.76	\$0.00	\$1,296.12	\$141.03	\$1,072.30	\$185,929.94
Includes Investments of	\$0.00					
Petty Cash Funds	\$120.00	\$0.00	\$0.00	\$0.00	\$0.00	\$120.00
Cash Change Fund	\$90.00	\$0.00	\$0.00	\$0.00	\$0.00	\$90.00
Payroll Withholding Accts.						
FIT Tax Collected	\$0.00	\$5,239.83	\$34,137.66	\$5,239.83	\$34,137.66	\$0.00
FICA Tax Collected	\$0.00	\$6,176.02	\$37,390.73	\$6,176.02	\$37,390.73	\$0.00
State Tax Collected	\$2,770.46	\$3,043.77	\$17,603.03	\$2,987.74	\$17,820.31	\$2,987.74
County Tax Collected	\$1,982.26	\$2,203.81	\$12,751.23	\$2,148.96	\$12,917.98	\$2,149.01
Deferred Comp.	\$0.00	\$2,520.00	\$15,285.95	\$2,520.00	\$15,285.95	\$0.00
#125 Pre-tax Plan	\$0.00	\$2,219.41	\$13,316.46	\$2,219.41	\$13,316.46	\$0.00
Employee Life Insur.	\$0.00	\$135.80	\$824.80	\$135.80	\$824.80	\$0.00
Employee P.E.R.F.	\$6,532.65	\$0.00	\$13,128.97	\$2,198.39	\$13,293.99	\$6,697.67
Garnishments	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Credit Union	\$0.00	\$2,521.79	\$17,474.55	\$2,521.79	\$17,474.55	\$0.00
EIC	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL ALL FUNDS.....	\$1,814,637.61	\$166,632.12	\$1,242,138.43	\$134,640.72	\$958,612.83	\$1,531,112.01

Bank Balances
Jasper County Public Library
Report as of: 6/30/2009

<i>Bank</i>		
1	Alliance Bank	\$1,124,216.18
2	Demotte State Bank	\$2,753.25
3	Alliance Bank-LIRF Acct	\$218,002.64
5	Cash On Hand	\$210.00
6	Alliance Bank-Construction Ckg.	\$185,929.94
7		
8		
9		
10		
11		

Total all banks = \$1,531,112.01

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

Appropriation Report for 100 OPERATING FUND

Jasper County Public Library

Report Date: From 6/1/2009 To 6/30/2009

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent
<i>1. Personal Services</i>							
1.11 SALARY OF LIBRARIAN	\$54,835.00	\$0.00	\$54,835.00	\$4,513.60	\$27,015.73	\$27,819.27	49.3
1.12 SALARY OF ASSISTANTS	\$911,677.00	\$0.00	\$911,677.00	\$73,881.98	\$447,274.85	\$464,402.15	49.1
1.13 WAGES OF JANITORS	\$63,718.00	\$0.00	\$63,718.00	\$4,555.55	\$27,792.05	\$35,925.95	43.6
1.21 EMPLOYER'S SHARE-FICA	\$76,037.00	\$0.00	\$76,037.00	\$6,176.02	\$37,390.73	\$38,646.27	49.2
1.22 UNEMPLOYMENT COMPENSATION	\$4,867.00	\$0.00	\$4,867.00	\$0.00	\$2,858.56	\$2,008.44	58.7
1.23 EMPLOYER'S CONTRIB.- PERF	\$64,814.00	\$0.00	\$64,814.00	\$0.00	\$33,744.70	\$31,069.30	52.1
1.24 EMPLOYER'S CONTRIB.- INS.	\$84,247.00	\$0.00	\$84,247.00	\$6,103.54	\$36,607.79	\$47,639.21	43.5
Subtotal	\$1,260,195.00		\$1,260,195.00	\$95,230.69	\$612,684.41	\$647,510.59	48.6
<i>2. Supplies</i>							
2.11 OFFICIAL RECORDS	\$550.00	\$0.00	\$550.00	\$0.00	\$265.97	\$284.03	48.4
2.12 STATIONERY AND PRINTING	\$500.00	\$0.00	\$500.00	\$0.00	\$0.00	\$500.00	0.0
2.13 OTHER OFFICE SUPPLIES	\$10,500.00	\$0.00	\$10,500.00	\$258.46	\$5,574.30	\$4,925.70	53.1
2.21 CLEANING & SANITATION SUPPLIES	\$6,000.00	\$0.00	\$6,000.00	\$467.15	\$2,911.30	\$3,088.70	48.5
2.23 OTHER OPERATING SUPPLIES	\$4,800.00	\$0.00	\$4,800.00	\$420.08	\$1,937.63	\$2,862.37	40.4
2.31 BUILDING MATERIALS & SUPPLIES	\$1,000.00	\$0.00	\$1,000.00	\$338.50	\$347.65	\$652.35	34.8
2.32 PAINT AND PAINTING SUPPLIES	\$200.00	\$0.00	\$200.00	\$10.58	\$27.20	\$172.80	13.6
2.33 REPAIR PARTS	\$550.00	\$0.00	\$550.00	\$0.00	\$122.48	\$427.52	22.3
2.41 LIBRARY SUPPLIES	\$13,250.00	\$0.00	\$13,250.00	\$187.60	\$6,711.43	\$6,538.57	50.7
2.42 MARKETING SUPPLIES	\$200.00	\$0.00	\$200.00	\$0.00	\$10.59	\$189.41	5.3
Subtotal	\$37,550.00		\$37,550.00	\$1,682.37	\$17,908.55	\$19,641.45	47.7

<i>Account # Description</i>	<i>Annual Appropriation</i>	<i>Change to Appropriation</i>	<i>Current Appropriation</i>	<i>Disbursements This Month</i>	<i>Disbursements YTD</i>	<i>Balance</i>	<i>Percent</i>
<i>3. Other Services and Charges</i>							
3.13 LEGAL SERVICES	\$5,000.00	\$0.00	\$5,000.00	\$1,216.00	\$5,241.00	(\$241.00)	104.8
3.14 OTHER PROFESSIONAL SERVICES	\$5,670.00	\$25.00	\$5,695.00	\$2,380.00	\$3,267.00	\$2,428.00	57.4
3.21 TELEPHONE	\$3,600.00	\$0.00	\$3,600.00	\$518.49	\$2,671.40	\$928.60	74.2
3.22 POSTAGE	\$4,500.00	\$0.00	\$4,500.00	\$0.00	\$2,620.72	\$1,879.28	58.2
3.23 MILEAGE	\$20,355.00	\$0.00	\$20,355.00	\$1,907.51	\$10,322.48	\$10,032.52	50.7
3.24 PROFESSIONAL MEETINGS	\$7,944.00	\$0.00	\$7,944.00	\$186.74	\$3,459.84	\$4,484.16	43.6
3.25 FREIGHT	\$1,800.00	\$0.00	\$1,800.00	\$133.45	\$664.79	\$1,135.21	36.9
3.26 NETWORKING	\$31,200.00	\$0.00	\$31,200.00	\$0.00	\$0.00	\$31,200.00	0.0
3.31 ADVERTISING & PUBLIC NOTICES	\$1,100.00	\$0.00	\$1,100.00	\$278.19	\$288.43	\$811.57	26.2
3.33 MARKETING ADVERTISING	\$900.00	\$0.00	\$900.00	\$0.00	\$701.43	\$198.57	77.9
3.41 OFFICIAL BONDS	\$155.00	\$0.00	\$155.00	\$0.00	\$0.00	\$155.00	0.0
3.42 OTHER INSURANCE	\$23,667.00	\$0.00	\$23,667.00	\$0.00	\$12,969.00	\$10,698.00	54.8
3.51 GAS	\$50,000.00	\$0.00	\$50,000.00	\$712.83	\$19,249.61	\$30,750.39	38.5
3.52 ELECTRICITY	\$65,000.00	\$0.00	\$65,000.00	\$6,040.85	\$33,087.42	\$31,912.58	50.9
3.53 WATER	\$1,083.00	\$0.00	\$1,083.00	\$101.15	\$532.25	\$550.75	49.1
3.54 WASTE DISPOSAL SERVICES	\$4,550.00	\$0.00	\$4,550.00	\$354.81	\$2,316.28	\$2,233.72	50.9
3.61 BUILDING & STRUCTURES	\$51,090.00	\$0.00	\$51,090.00	\$2,588.41	\$25,501.23	\$25,588.77	49.9
3.62 EQUIPMENT REPAIRS	\$700.00	\$0.00	\$700.00	\$920.00	\$1,846.89	(\$1,146.89)	263.8
3.72 EQUIPMENT RENTALS	\$245.00	\$0.00	\$245.00	\$9.95	\$181.70	\$63.30	74.2
3.91 DUES	\$2,312.00	\$0.00	\$2,312.00	\$139.00	\$746.50	\$1,565.50	32.3
3.93 TAXES & ASSESSMENTS	\$325.00	\$0.00	\$325.00	\$0.00	\$0.00	\$325.00	0.0
3.94 TRANSFER TO LIRF	\$30,000.00	\$0.00	\$30,000.00	\$0.00	\$0.00	\$30,000.00	0.0
3.95 BOOK REIMBURSEMENT	\$100.00	\$0.00	\$100.00	\$19.90	\$354.53	(\$254.53)	354.5
3.96 PETTY CASH	\$120.00	\$0.00	\$120.00	\$0.00	\$0.00	\$120.00	0.0
3.98 MAINTENANCE/SERVICE CONTRACTS	\$77,054.00	\$0.00	\$77,054.00	\$5,085.28	\$38,380.74	\$38,673.26	49.8
Subtotal	\$388,470.00	\$25.00	\$388,495.00	\$22,592.56	\$164,403.24	\$224,091.76	42.3

<i>Account # Description</i>	<i>Annual Appropriation</i>	<i>Change to Appropriation</i>	<i>Current Appropriation</i>	<i>Disbursements This Month</i>	<i>Disbursements YTD</i>	<i>Balance</i>	<i>Percent</i>
<i>4. Capital Outlays</i>							
4.4 FURNITURE & EQUIPMENT	\$7,175.00	\$0.00	\$7,175.00	\$661.50	\$2,628.63	\$4,546.37	36.6
4.51 BOOKS	\$144,000.00	\$3,300.53	\$147,300.53	\$7,475.13	\$62,308.68	\$84,991.85	42.3
4.52 PERIODICALS & NEWSPAPERS	\$21,132.00	\$363.48	\$21,495.48	\$711.21	\$9,553.97	\$11,941.51	44.4
4.53 NONPRINTED MATERIALS	\$75,099.00	\$884.38	\$75,983.38	\$7,822.92	\$31,522.46	\$44,460.92	41.5
Subtotal	\$247,406.00	\$4,548.39	\$251,954.39	\$16,670.76	\$106,013.74	\$145,940.65	42.1
Grand Total	\$1,933,621.00	\$4,573.39	\$1,938,194.39	\$136,176.38	\$901,009.94	\$1,037,184.45	46.5

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

Appropriation Report for 120 RENS/DEM & WHTFLD BIRF

Jasper County Public Library

Report Date: From 6/1/2009 To 6/30/2009

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent
<i>3. Other Services and Charges</i>							
3.14 OTHER PROFESSIONAL SERVICES	\$630.00	\$0.00	\$630.00	\$630.00	\$630.00	\$0.00	100.0
3.81 PAYMENT OF BONDS	\$220,000.00	\$0.00	\$220,000.00	\$0.00	\$110,000.00	\$110,000.00	50.0
3.82 INTEREST-BONDS	\$97,680.00	\$0.00	\$97,680.00	\$0.00	\$49,802.50	\$47,877.50	51.0
Subtotal	\$318,310.00		\$318,310.00	\$630.00	\$160,432.50	\$157,877.50	50.4
Grand Total	\$318,310.00	\$0.00	\$318,310.00	\$630.00	\$160,432.50	\$157,877.50	50.4

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

Appropriation Report for 130 LIRF FUND

Jasper County Public Library

Report Date: From 6/1/2009 To 6/30/2009

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent
3. Other Services and Charges							
3.14 OTHER PROFESSIONAL SERVICES	\$10,000.00	\$0.00	\$10,000.00	\$0.00	\$0.00	\$10,000.00	0.0
3.61 BUILDING & STRUCTURES	\$70,000.00	\$0.00	\$70,000.00	\$0.00	\$0.00	\$70,000.00	0.0
Subtotal	\$80,000.00	\$0.00	\$80,000.00	\$0.00	\$0.00	\$80,000.00	0.0
Grand Total	\$80,000.00	\$0.00	\$80,000.00	\$0.00	\$0.00	\$80,000.00	0.0

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

Appropriation Report for 151 RAINY DAY FUND

Jasper County Public Library

Report Date: From 6/1/2009 To 6/30/2009

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent
<i>3. Other Services and Charges</i>							
3.14 OTHER PROFESSIONAL SERVICES	\$0.00	\$0.00	\$0.00	\$4,925.00	\$6,222.50	(\$6,222.50)	0.0
3.61 BUILDING & STRUCTURES	\$23,000.00	\$150,000.00	\$173,000.00	\$0.00	\$0.00	\$173,000.00	0.0
Subtotal	\$23,000.00	\$150,000.00	\$173,000.00	\$4,925.00	\$6,222.50	\$166,777.50	3.6
<i>4. Capital Outlays</i>							
4.4 FURNITURE & EQUIPMENT	\$700.00	\$0.00	\$700.00	\$0.00	\$0.00	\$700.00	0.0
Subtotal	\$700.00		\$700.00	\$0.00	\$0.00	\$700.00	0.0
Grand Total	\$23,700.00	\$150,000.00	\$173,700.00	\$4,925.00	\$6,222.50	\$167,477.50	3.6

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

Appropriation Report for 160 CAPITAL PROJECTS FUND

Jasper County Public Library

Report Date: From 6/1/2009 To 6/30/2009

<i>Account # Description</i>	<i>Annual Appropriation</i>	<i>Change to Appropriation</i>	<i>Current Appropriation</i>	<i>Disbursements This Month</i>	<i>Disbursements YTD</i>	<i>Balance</i>	<i>Percent</i>
<i>3. Other Services and Charges</i>							
3.14 OTHER PROFESSIONAL SERVICES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0
3.26 NETWORKING	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0
3.98 MAINTENANCE/SERVICE CONTRACTS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0
Subtotal	\$0.00		\$0.00	\$0.00	\$0.00	\$0.00	0.0
<i>4. Capital Outlays</i>							
4.4 FURNITURE & EQUIPMENT	\$47,000.00	\$0.00	\$47,000.00	\$0.00	\$0.00	\$47,000.00	0.0
4.53 NONPRINTED MATERIALS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0
Subtotal	\$47,000.00		\$47,000.00	\$0.00	\$0.00	\$47,000.00	0.0
Grand Total	\$47,000.00	\$0.00	\$47,000.00	\$0.00	\$0.00	\$47,000.00	0.0

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

Changes to Appropriations

<i>Date</i>	<i>Fund</i>	<i>Account</i>	<i>Amount</i>	<i>Reason</i>
6/1/2009	100 OPERATING FUND	3.14 OTHER PROFESSIONAL SERVICES	\$25.00	Reimbursement for Cancelled Program-Fulkerson A/R #281
1/2/2009	100 OPERATING FUND	4.51 BOOKS	\$3,300.53	Encumbered per Board Mtg Approval, 12/30/08
3/31/2009	100 OPERATING FUND	4.52 PERIODICALS & NEWSPAPERS	\$363.48	Refund/Reimbursement for Wall Street Journal A/P #217
1/2/2009	100 OPERATING FUND	4.53 NONPRINTED MATERIALS	\$884.38	Encumbered per Board Mtg Approval, 12/30/08
1/2/2009	130 LIRF FUND	3.61 BUILDING & STRUCTURES	\$64,586.00	Encumbered per Board Mtg Approval, 12/30/08
1/19/2009	130 LIRF FUND	3.61 BUILDING & STRUCTURES	(\$64,586.00)	Board Negated encumbrance-contract voided
1/2/2009	151 RAINY DAY FUND	3.61 BUILDING & STRUCTURES	\$122,992.00	Encumbered per Board Mtg Approval, 12/30/08
1/19/2009	151 RAINY DAY FUND	3.61 BUILDING & STRUCTURES	(\$122,992.00)	Board Negated encumbrance-contract voided
4/28/2009	151 RAINY DAY FUND	3.61 BUILDING & STRUCTURES	\$150,000.00	Additional Appropriation approved by DLGF

Net Changes by Fund

<i>Fund Number</i>	<i>Net Change</i>
100	\$4,573.39
130	\$0.00
151	\$150,000.00

Voucher List
Jasper County Public Library

Report Date: From 6/1/2009 To 6/30/2009

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
28383	476	4 IMPRINT, INC.	6/8/2009	Tote and Sportpacks for Summer Reading	\$1,557.45
28384	477	ACE HARDWARE	6/8/2009	Wall Scraper, Putty Knife, Liquid Nail Glue	\$15.77
28385	478	ACP DIRECT	6/8/2009	Black Toner	\$135.90
28386	479	ALLIED WASTE SERVICES #71	6/8/2009	Trash Service @Wh. Lib, June 2009	\$49.10
28387	480	ANGELA BARTON	6/8/2009	Mileage: Books 2 Bridges, Scholastic Warehouse	\$154.00
28388	481	ARCADIA PUBLISHING	6/8/2009	Books	\$11.99
28389	482	BAKER & DANIELS, LLP	6/8/2009	Consoltation on FMLA compliance, COBRA subsidy Update	\$1,216.00
28390	483	BAKER & TAYLOR	6/8/2009	Books, Gift Books, Continuations, A-V	\$7,570.89
28391	484	BAKER & TAYLOR ENTERTAIN	6/8/2009	DVDs	\$15.72
28392	485	BANK OF NEW YORK	6/8/2009	BOND 2004 Paying Agent & Registrar Annual Fee-7/1/08-6/30/09	\$630.00
28393	486	BETH SUTTON CUMMINS	6/8/2009	Ventriloquist for Summer Reading - DeM & Wh. 6/16, Rens - 6/17	\$450.00
28394	487	BIERMA HARDWARE, INC.	6/8/2009	Paint & batteries	\$21.05
28395	488	BROWN'S GARDEN & FLORAL	6/8/2009	Mulch for Rensselaer	\$338.50
28396	489	BUYBUTTONPARTS.COM	6/8/2009	Button Parts	\$49.43
28397	490	CAPITAL ONE BANK (USA), NA	6/8/2009	Expenses for Books 2 Bridges, Incolsa Wksp, Budget Wksp, Summer Reading Prizes, Books, Children's Supplies, DVD's, Magazines	\$1,288.05
28398	491	CAPSTONE PRESS	6/8/2009	Books	\$35.98
28399	492	CAROLYNN DeVRIES	6/8/2009	Raffle Ticket Roll, Bulletin Board, 9mm Jingle Bells	\$12.77
28400	493	CIRCLE R ELECTRIC, INC.	6/8/2009	Wh: Replace two ballasts for interior fixtures, replace four lamps for interior fixtures. Ren: Repair exterior fixtures, replace one ballast, replace three lamps	\$1,035.99
28401	494	CORINA K. VILLARREAL	6/8/2009	Reimbursement of book that was Returned	\$10.95
28402	495	CULLIGAN OF KOUTS	6/8/2009	Water Cooler Rental and Water-Wh. Lib.	\$34.50
28403	496	DAVIDSON TITLES INC.	6/8/2009	Books, Children	\$319.88
28404	497	DELUXE BUSINESS CHECKS &	6/8/2009	Deposit Slips for Rensselaer	\$57.40
28405	498	EDUCATION NETWORKS OF A	6/8/2009	Internet Service, 5/1-5/31/09	\$930.00
28406	499	FASE'S WATER TREATMENT &	6/8/2009	RedOut-10 bags @ DeM. Lib.	\$120.00
28407	500	FLEX-PAC INC	6/8/2009	Kleenex, Bowl Cleaner, Hand soap	\$264.33
28408	501	GA FOODS GROUP	6/8/2009	Movie Night, Food Fear Factor, Book Discussion Supplies, Counterparts Supplies	\$51.82
28409	502	GAIL JUNG	6/8/2009	Counterparts Mtg Expenses, Batteries, Mileage: Counterparts, Post office, Bank	\$85.54
28410	503	GAYLORD BROS.	6/8/2009	Newspaper Center	\$661.50
28411	504	HEATHER CONRAD	6/8/2009	Reimbursement of Returned Book	\$8.95
28412	505	HEINEMANN-RAINTREE	6/8/2009	Books	\$498.69
28413	506	IBT VIDEO SYSTEMS, INC.	6/8/2009	Final Amount Due for Video Equip Purchase	\$920.00
28414	507	INDIANA STATE LIBRARY	6/8/2009	Inter-Library Loan Delivery Service	\$500.00
28415	508	INSPIRATIONAL DISTRIBUTOR	6/8/2009	Books	\$37.12
1043	509	JASPER COUNTY PUBLIC LIBR	6/8/2009	Bank transfer from DeM. State Bank to Alliance Bank	\$16,000.00
28417	510	KANKAKEE VALLEY PUBLISHI	6/8/2009	Legal Ads for Re-roofing Project, CPF, Additional Approp,	\$278.19
28418	511	KARA MULVIHILL	6/8/2009	Mileage: Walking Books	\$18.26
28419	512	KIRBY RISK CORPORATION	6/8/2009	Porcelain Light Sockets	\$24.89
28420	513	KOLORTECH, INC.	6/8/2009	4' Fluorescent Lights-60	\$200.40
28421	514	LIBRARY VIDEO COMPANY	6/8/2009	DVDs	\$234.76
28422	515	LINDA THOMPSON	6/8/2009	DVD, Mileage-Bank Deposits	\$29.79
28423	516	BRIAN KRUSCHWITZ	6/8/2009	Summer Reading Performer	\$530.00
28424	517	MARSHALL CAVENDISH CORP	6/8/2009	Books	\$41.90

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
28425	518	McDANIEL FIRE SYSTEMS, INC	6/8/2009	Fire Alarm Alert - Rensselaer Library. Checked out sprinkler system, tested of duct detector, waterflow switch, relabeled panel.	\$654.59
28426	519	MICHIGAN LIBRARY CONSORT	6/8/2009	Databases: Heritage Quest, Tumblebook, Grove Art, & Ancestry Library	\$4,066.57
28427	520	MIDWEST TAPE	6/8/2009	DVD's: Thomas & Dora	\$40.97
28428	521	OFFICE DEPOT	6/8/2009	Folders, Ink Cartridges, Paper	\$99.33
28429	522	PATTY STRINGFELLOW	6/8/2009	Mileage: Director's Mtg, Council Mtg, Book Discussion, Mgmt Mtg, Learning Network Mtg, Pre-Bid Mtg, Budge Wksp	\$292.60
28430	523	PEGGY WOODS	6/8/2009	DVD: Kids of our Lives	\$35.98
28431	524	PRECISION CONTROL SYSTE	6/8/2009	Routine Maintenance for DeMotte & Rensselaer	\$1,705.00
28432	525	PRECISION GLASS	6/8/2009	Thermopane Glass for Rensselaer	\$142.28
28433	526	PROQUEST LLC	6/8/2009	Microfilm KV Post News 1/1/08-12/31/08	\$420.21
28434	527	RACHAEL CAVINDER	6/8/2009	Mileage: Bank for Deposit, School Visit, Summer Reading Shopping, Mgmt Mtg	\$59.40
28435	528	RECORDED BOOKS, LLC	6/8/2009	Audiobooks & Software	\$964.70
28436	529	RELIABLE EXTERMINATORS, I	6/8/2009	Semi Annual Treatment	\$152.00
28437	530	RMC IMAGING, INC	6/8/2009	2- ST 200 Scanner Mtnce Contracts, 7/19/09-7/18/10	\$1,589.50
28438	531	ROEING CORPORATION	6/8/2009	Computer Security Contract	\$1,046.50
28439	532	ROTARY CLUB of RENSSELAE	6/8/2009	Feb, March, and April Dues	\$39.00
28440	533	SILLY SAFARI SHOWS, INC.	6/8/2009	Summer Rdg Prog-Starring Safari Steve	\$975.00
28441	534	SUE TOBIAS	6/8/2009	Mileage: Bank, Post Office, Deliver Packets, FMLA Seminar, Carpool w/ Patty. Expenses for FMLA seminar	\$195.61
28442	535	TRU-GREEN LIMITED PARTNE	6/8/2009	Sprayed crab tree for insects	\$53.55
28443	536	TYSEN'S FAMILY FOOD CENTE	6/8/2009	School Visit Prizes	\$16.13
28444	537	UNIQUE MANAGEMENT SERVI	6/8/2009	Collections - Initial & Secondary Placements, April 2009	\$194.28
28445	538	VISION SERVICE PLAN- (IN)	6/8/2009	Vision Premium-June 2009	\$154.10
28446	539	WAL-MART COMMUNITY BRC	6/8/2009	Janitorial Supplies, Sppons, Supplies for Fear Factor, DVDs, Summer Reading Prizes, Tape	\$1,804.46
28447	540	WHEATFIELD CHAMBER OF C	6/8/2009	Annual Membership Fee	\$100.00
0	541	STEVE'S SPECIALIZED SERVI	6/8/2009	CORRECT A/P #209. Wrong FUND	\$0.00
28448	542	CHRISTOPHER KLOCEK	6/8/2009	Summer Rdg Program-Magic Show, D-R-W Lib.	\$825.00
28449	543	H.L. MOHLER & ASSOCIATES	6/8/2009	Reroof Contract for Services rendered, blueprints, mileage, etc. May 2009	\$1,825.00
28450	544	LINDA POORTENGA	6/8/2009	Mileage: LLN, Librarian's Council, Book2Bridge, INCOLSA Wkshp, Counterparts Mtg.	\$202.40
28451	545	NORTHWESTERN INDIANA TE	6/8/2009	Local Phones-DeM. June	\$165.77
28452	546	BRENT HOFFMAN	6/8/2009	Lawn Mowing-Apr & May, Yard Cleanup, Edging, Bush trimming, spread mulch - Rens/DeM/Wh.	\$550.00
28453	547	JENNIFER L. DOUTHIT	6/8/2009	Mileage: Librarian Council, IOLUG, INCOLSA Wkshps	\$227.70
28454	548	ANTHEM BLUE CROSS BLUE S	6/10/2009	Health Insurance Premium-June - 17 employees	\$8,044.71
28455	549	ANTHEM LIFE	6/10/2009	Life Ins Premium-June	\$91.94
28456	550	FIRST TRUST CREDIT UNION	6/10/2009	Direct Deposits w/held from 10 June 09 Payroll-5 participants	\$1,211.36
28457	551	EMBARQ	6/10/2009	Local Phones - Ren Library June 2009	\$136.82
28458	552	GREAT-WEST RETIREMENT S	6/10/2009	Annuity Contributions from 10 June 09 Payroll - 7 participants	\$1,260.00
0	553	INDIANA DEPARTMENT OF RE	6/19/2009	State & County Tax w/held June 2009, Verif #37, Ref #85286	\$5,247.58
0	554	IRS USA TAXPAYMENT	6/11/2009	FICA & Federal Taxes w/held 10 June 09 Payroll, ref #00589887	\$8,768.31
28459	555	JOSEPH ZELLON	6/10/2009	Courier Mileage, 5/16/09-5/30/09. Mileage for Maintenance	\$321.20
28460	556	NIPSCO	6/10/2009	Utilities: Wh. Lib. 5/4/09-6/2/09	\$1,462.29
28461	557	TOWN OF DEMOTTE	6/10/2009	Sewer Service-DeM, April 2009	\$85.53
28462	558	TOWN OF WHEATFIELD SEW	6/10/2009	Sewer Service, June 2009 @ Wh. Lib.	\$56.65
0	559	PAYROLL	6/10/2009	PAYROLL	\$41,305.38
28463	560	AFLAC	6/25/2009	Supplemental Insurance Premium-June	\$168.00

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
28464	561	CITY OF RENSSELAER	6/25/2009	Utilities, Rens Lib, 5/7/09-6/9/09	\$2,786.75
28465	562	DEBORAH KRISTOFF	6/25/2009	Temperary Courier - 6/8/09-6/12/09	\$165.00
28466	563	EMBARQ	6/25/2009	Local Phones - Wheatfield Library June 2009	\$64.59
28467	564	EMBARQ COMMUNICATIONS I	6/25/2009	Long Distance-Wheatfield	\$151.31
28468	565	FIRST TRUST CREDIT UNION	6/25/2009	Direct Deposits w/held from 25 June 09 Payroll-5 participants	\$1,310.43
28469	566	GREAT-WEST RETIREMENT S	6/25/2009	Annuity Contributions from 25 June 09 Payroll - 7 participants	\$1,260.00
0	567	IRS USA TAXPAYMENT	6/26/2009	FICA & Federal Taxes w/held 25 June 09 Payroll, ref #00494031	\$8,823.56
28470	568	JOSEPH ZELLON	6/25/2009	Courier Mileage, 6/1, 6/2, 6/15. Mileage for Maintenance	\$100.10
28471	569	KANKAKEE VALLEY PUBLISHI	6/25/2009	KV Post News subscription, Wh. Lib. (7/25/09-7/25/10); Ren Lib (7/22/09-7/22/10)	\$94.00
28472	570	KATHLEEN ZELLON	6/25/2009	Courier Drive 6/3-6/5/09	\$99.00
28473	571	NIPSCO	6/25/2009	DeMotte Utilities, 5/7/09-6/5/09	\$2,744.77
28474	572	POST TRIBUNE PUBLISHING, I	6/25/2009	Annual Subscription-DeM Lib 6/26/09-6/26/10	\$182.00
0	573	PAYROLL	6/25/2009	PAYROLL	\$41,645.75
Total Amount of Claims					\$182,632.12

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Friday, July 03, 2009

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 3 pages, and except for vouchers not allowed as show on the Register such vouchers are allowed in the total amount of \$182,632.12

Date this 13 day of July, 2009.

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

JASPER COUNTY PUBLIC LIBRARY

F5

Receipt Breakdown

June 30, 2009

	THIS MONTH	YEAR-TO-DATE	TOTAL RECEIPTS THIS MONTH	TOTAL RECEIPTS YEAR-TO-DATE
ES & FEES:			\$3,336.46	\$19,450.26
DeMotte	\$1,160.30	\$5,885.06		
Rensselaer	\$1,268.77	\$8,066.43		
Wheatfield	\$907.39	\$5,498.77		
PHOTOCOPIES:			\$697.37	\$4,545.55
DeMotte	\$234.65	\$1,507.15		
Rensselaer	\$300.72	\$2,027.60		
Wheatfield	\$162.00	\$1,010.80		
INTEREST:			\$832.64	\$6,231.71
Checking/Repurchase/Savings/CD's	\$832.64	\$6,231.71		
TAXES:			\$82,237.90	\$470,803.08
Property Tax	\$32,641.82	\$129,220.66		
License Excise Tax	\$0.00	\$33,574.15		
Financial Institution Tax	\$0.00	\$0.00		
CVET(Commercial Vehicle Excise)	\$0.00	\$0.00		
Local Option/Certified Shares	\$45,079.83	\$270,478.99		
Local Option/Property Tax Repl.	\$4,516.25	\$37,529.28		
TAXABLE SALES:-.....			\$3.31	\$75.73
REFUNDS:			\$128.19	\$6,371.05
Rebates/Refund	\$0.00	\$363.48		
Insurance Claims/Reimbursements	\$0.00	\$54.68		
Meeting Room Rental	\$0.00	\$450.00		
Reimbursement	\$128.19	\$128.19		
Grant Reimbursements	\$0.00	\$0.00		
Miscellaneous Receipts	\$0.00	\$5,374.70		
TOTAL OPERATING FUND RECEIPTS.....			\$87,235.87	\$507,477.38
AC FUND:-.....			\$0.00	\$30.00
ART FUNDS:			\$387.00	\$6,957.53
DeMotte	\$0.00	\$1,360.17		
Rensselaer	\$327.00	\$4,324.41		
Wheatfield	\$60.00	\$1,272.95		
LIB. IMPROV. RESERVE FUND: (Interest).....			\$237.22	\$1,660.38
BOND & INTEREST REDEMPTION FUND:			\$10,925.28	\$51,657.99
Property Tax	\$10,925.28	\$41,496.47		
License Excise Tax	\$0.00	\$10,161.52		
Financial Institution Tax	\$0.00	\$0.00		
CVET(Commercial Vehicle Excise)	\$0.00	\$0.00		
RAINY DAY FUND:			\$0.00	\$98,549.78
Special CAGIT Distribution	\$0.00	\$98,549.78		
Interest Earned	\$0.00	\$0.00		
STATE TECHNOLOGY FUND GRANT FUND:-.....			\$0.00	\$0.00
CAPITAL PROJECTS FUND:			\$9,566.14	\$44,421.00
Interest Earned	\$0.00	\$3,873.92		
Property Tax	\$0.00	\$23,548.16		
License Excise Tax	\$0.00	\$7,432.78		
Financial Institution Tax	\$0.00	\$0.00		
CVET(Commercial Vehicle Excise)	\$0.00	\$0.00		
HOST/HOSPITALITY FUND:-----			\$0.00	\$0.00
LEVY EXCESS FUND:-----			\$0.00	\$84,309.00
SALES TAX:-----			\$0.24	\$15.04
INSTRUCTION FUND: (Interest Earned)-----			\$141.03	\$1,072.30
SH CHANGE FUND			\$0.00	\$0.00
SUB-TOTAL (page 1).....			\$108,492.78	\$796,150.40

WITHHOLDING ACCOUNT FUNDS:

FIT Tax Collected	\$5,239.83	\$34,137.66
FICA Collected	\$6,176.02	\$37,390.73
State Tax Collected	\$2,987.74	\$17,820.31
County Tax Collected	\$2,148.96	\$12,917.98
Deferred Comp Plan	\$2,520.00	\$15,285.95
Pre-tax Insurance Plans	\$2,219.41	\$13,316.46
Life Insurance	\$135.80	\$824.80
PERF	\$2,198.39	\$13,293.99
Garnishments	\$0.00	\$0.00
Credit Union	\$2,521.79	\$17,474.55
EIC	\$0.00	\$0.00
Repayment	\$0.00	\$0.00

TOTAL RECEIPTS - ALL FUNDS.....

\$26,147.94

\$162,462.43

\$134,640.72

\$958,612.83

Voucher List

Report Date: From 7/1/2009 To 7/13/2009

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
	574	ARCADIA PUBLISHING	7/3/2009	Correct Fund Number, See A/P #481	\$0.00
28475	575	ALLIED WASTE SERVICES #71	7/10/2009	Trash Service @Wh. Lib, July 2009	\$51.60
28476	576	ANTHEM BLUE CROSS BLUE S	7/10/2009	Health Insurance Premium-July - 17 employees	\$8,044.71
28477	577	ANTHEM LIFE	7/10/2009	Life Ins Premium-July	\$85.04
28478	578	BANK OF NEW YORK	7/10/2009	2004 Bond Payment	\$157,877.50
28479	579	FIRST TRUST CREDIT UNION	7/10/2009	Direct Deposits w/held from 10 July 09 Payroll-5 participants	\$1,330.73
28480	580	GREAT-WEST RETIREMENT S	7/10/2009	Annuity Contributions from 10 July 09 Payroll - 7 participants	\$1,260.00
0	582	IRS USA TAXPAYMENT	7/13/2009	FICA & Federal Taxes w/held 10 July 09 Payroll, ref #00494720	\$9,053.29
28481	583	JOSEPH ZELLON	7/10/2009	Courier Mileage, 6/16-6/30/09	\$364.10
28482	584	NORTHWESTERN INDIANA TE	7/10/2009	Local Phones-DeM. July	\$165.77
28483	585	PREMIER WASTE & RECYCLIN	7/10/2009	Trash Service, 7/1/09-9/30/09 Demotte Lib.	\$150.00
28484	586	TOWN OF DEMOTTE	7/10/2009	Sewer Service-DeM, May 2009	\$85.51
28485	587	TOWN OF WHEATFIELD SEW	7/10/2009	Sewer Service, July 2009 @ Wh. Lib.	\$56.65
0	588	PAYROLL	7/10/2009	PAYROLL	\$42,556.69
28486	589	ACP DIRECT	7/13/2009	HP Printer Cartridges; Headphones & Cord	\$225.12
28487	590	BAKER & DANIELS, LLP	7/13/2009	Prof Services - Leave Policy & Handbook revisions/updates/applications	\$1,368.00
28488	591	BAKER & TAYLOR	7/13/2009	Books, AV, Gift Books, Continuations, etc.	\$8,619.48
28489	592	BAKER & TAYLOR ENTERTAIN	7/13/2009	DVDs	\$637.25
28490	593	BLUETARP FINANCIAL, INC	7/13/2009	Painting Supplies, Roofing Cement & Nails, Sink Stopper	\$51.57
28491	594	BOYCE FORMS/SYSTEMS	7/13/2009	Vendor Checks	\$364.36
28492	595	BRENT HOFFMAN	7/13/2009	Lawn Mowing & spreading mulch - June 2009	\$330.00
28493	596	BROWN'S GARDEN & FLORAL	7/13/2009	Red Mulch - 1.33 yds (Rens. Lib.)	\$65.70
28494	597	CAPITAL ONE BANK (USA), NA	7/13/2009	Meeting expenses, craft items, DVD Player (prize), Summer Rdg prizes	\$351.79
28495	598	CAPSTONE PRESS	7/13/2009	Children Books	\$1,236.31
28496	599	CULLIGAN OF KOUTS	7/13/2009	Water Cooler Rental	\$9.95
28497	600	DEMCO	7/13/2009	Sherpa Desktop Reference system, Arched Sign Holders	\$263.08
28498	601	DEMOTTE DECORATIVE STON	7/13/2009	Mulch, Red - 3.5 yds (DeMotte Lib.)	\$152.00
28499	602	EMBARQ	7/13/2009	Local Phones-Rens, July	\$141.34
28500	603	EDUCATION NETWORKS OF A	7/13/2009	Internet Service-June 2009	\$930.00
28501	604	FASE'S WATER TREATMENT &	7/13/2009	Redout for Softener @ DeM.	\$180.00
28502	605	FLEX-PAC INC	7/13/2009	2 cs Enmotion Hand Towels-Wh. Lib.	\$141.11
28503	606	GA FOODS GROUP	7/13/2009	Teen Summer Rdg Prog. Supplies-Rens.	\$10.62
28504	607	GAIL JUNG	7/13/2009	Rensselaer Lib - Petty Cash (Postage)	\$39.16
28505	608	GAIL JUNG	7/13/2009	Mileage: Budget Wkshp, Bank, Post Office Courthouse, Ins. Agent - June	\$121.83
28506	609	GAYLORD BROS.	7/13/2009	Display Easels-Rens.	\$315.09
28507	610	GOODWIN FIRE EQUIPMENT, I	7/13/2009	Annual Fire Extinguisher Inspection-DeMotte Lib.	\$30.25
28508	611	H.L. MOHLER & ASSOCIATES	7/13/2009	Prof Services - DeM. Roof Bid review & expenses	\$390.10
28509	612	HP PRODUCTS CORP.	7/13/2009	Windsor XP18 Vacuum-DeM. Lib.	\$619.08
28510	613	HISTORY EDUCATION	7/13/2009	AV Materials	\$309.95
28511	614	INCOLSA	7/13/2009	Supervisory Skills Workshops-Kooy, Thompson, Douthit, Poortenga (4/29 & 5/19/09)	\$600.00
28512	615	INDIANA DEPT. OF WORKFOR	7/13/2009	Second Quarter Unemployment Payment 2009	\$801.18
28513	616	INFO USA MARKETING, INC.	7/13/2009	IN Business Directory	\$620.00
28514	617	INSPIRATIONAL DISTRIBUTOR	7/13/2009	Christian Book Series	\$25.90

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
28515	618	INTELLIGENT CLEANING SYST	7/13/2009	Latex Gloves, Jumbo TP, Trash bags, Roll Towels, mopheads, hand towels	\$326.35
28516	619	JASPER COUNTY HISTORICAL	7/13/2009	Vintage Views - 3 back issues	\$30.00
28517	620	JASPER COUNTY HOSPITAL	7/13/2009	Qtly Water Testing - Coliform (DeM. Lib.)	\$17.00
28518	621	JOHANNA CRAWFORD	7/13/2009	Book Pd 3/6/09 for & Returned - My Secret War	\$10.95
28519	622	KIRBY RISK CORPORATION	7/13/2009	Fluorescent Quad Outdoor Lights	\$47.25
28520	623	KOLORTECH, INC.	7/13/2009	4' Fluorescent Lights - DeM. Lib.	\$318.75
28521	624	KONE, INC.	7/13/2009	3rd Qtr 2009 Elevator Mtnc Contract	\$450.51
28522	625	K.V.ELECTRIC	7/13/2009	Replace Parking Lot Bulb-DeM. Lib.	\$110.00
28523	626	KANKAKEE VALLEY PUBLISHI	7/13/2009	Legal Ad Roof Bid-KV Post (5/21 & 5/28)	\$99.63
28524	627	LAFAYETTE OFFICE SYSTEMS	7/13/2009	Annual Service Contract Minolta Di351 Copier - Rens. Lib.	\$1,176.00
28525	628	LANDMARK AUDIOBOOKS	7/13/2009	Audiobook Purchase-DeM	\$245.00
28526	629	LINDA POORTENGA	7/13/2009	Mileage: Reference Wkshp, Internet Skills Wkshp	\$105.60
28527	630	MARSHALL CAVENDISH CORP	7/13/2009	Books	\$21.95
28528	631	MIDWEST TAPE	7/13/2009	DVDs	\$475.96
28529	632	NANETTE SPEACHT	7/13/2009	Mileage: Literacy, Counterparts, Circulation Meetings	\$46.20
28530	633	OFFICE DEPOT	7/13/2009	Fax Machine, Vendor Binder Cases, Green Copy Paper, Printer Cartridges & Drum, Pocket Folders	\$697.06
28531	634	OED OFFICE OF ENERGY & DE	7/13/2009	2nd Qtr Payment, 2009 - PFEPP Loan of 2002	\$2,402.97
28532	635	PATTY STRINGFELLOW	7/13/2009	Mileage: LifeLong Network & Mgmt Mtgs; Branch Visits	\$69.30
28533	636	PEGGY WOODS	7/13/2009	Mileage: Wal-Mart AV Shopping Trips, Post office	\$6.16
28534	637	PUBLIC EMPLOYEES' RETIRE	7/13/2009	2nd Qtr PERF Contribution, 2009	\$24,116.57
28535	638	POPULAR SUBSCRIPTION SE	7/13/2009	Annual Mag Subscription (Part 2) & other Renewals	\$5,063.73
28536	639	POSTMASTER	7/13/2009	Stamps: 100 (\$.04); 100 (\$.05); 100 (\$.10); 80 (\$.24); 100 (\$.59); 100 (\$.62); 60 (\$.75)	\$204.20
28537	640	PRECISION CONTROL SYSTE	7/13/2009	DeM: Gas vent Installation, Investigate Boiler Service Notice; Valve leaking. Rens: Boiler alarm replaced gauge/relief aquastat control	\$3,137.71
28538	641	PROQUEST LLC	7/13/2009	Microfilm-Rens Rep 1/1/09-4/1/09; replaced issues:1/1/92-4/30/92	\$183.14
28539	642	QUILL CORPORATION	7/13/2009	Constr. Paper, Markers, Fax/Laserjet Cartridges, Scissors, tape, folders, 60# paper; CREDIT on ret'd print cartridges	\$35.14
28540	643	RECORDED BOOKS, LLC	7/13/2009	Speak Spanish AV sets-DeM; Audiobooks	\$145.55
28541	644	ROEING CORPORATION	7/13/2009	2nd Installment 2009 Service Contract; Memory for HP Laserjet 2550N	\$5,039.00
28542	645	SHEILA MAXWELL	7/13/2009	Counterparts Mtg Expenses; Mileage: Branch trips, Disaster Recovery & Counterparts Mtgs.	\$393.83
28543	646	STANDARD & POOR'S CORP.	7/13/2009	S&P Outlook booklets, 8/15/09-8/14/10	\$447.00
28544	647	SUE TOBIAS	7/13/2009	Mileage: Bank, Post Office, Kirby Risk, New Employee orientation, Deliver Bd packets-June	\$30.64
28545	648	SUNRISE PACKAGING INC.	7/13/2009	CD/DVD Dual Albums - Processing	\$290.98
28546	649	TRUGREEN CHEMLAWN	7/13/2009	Evergreen/Spruce Tree Insect Application - Rens. Lib.	\$95.00
28547	650	TYSEN'S COUNTRY GROCERY	7/13/2009	Ice Cream Sundaes, Summer Rdg Prog-Whitfld	\$24.90
28548	651	TYSEN'S FAMILY FOOD CENTE	7/13/2009	Storytime Prog, Summer Rdg Prog, School Visits, After-School Prog Supplies-Wh.	\$67.90
28549	652	UNIQUE MANAGEMENT SERVI	7/13/2009	May Initial & Secondary Placements-Collections	\$322.11
28550	653	VISION SERVICE PLAN- (IN)	7/13/2009	Vision Ins. Premium-July (17 participants)	\$154.10
28551	654	WALL STREET JOURNAL	7/13/2009	WSJ Subscription-Wh. Lib. (2 yr) & Smart Money Mag subs (1 yr)	\$500.00
28552	655	WAL-MART COMMUNITY BRC	7/13/2009	Duck Tape, Ch. Prog Prizes, Ice Cream Social supplies, Teen Prog supply, gift cards, hooks, paint tape, totes, cleaning wipes, calculator, Kiz Paint, DVDs, Music CDs	\$1,050.48
28553	656	YVONNE DEL VECCHIO	7/13/2009	Mileage: Talking Books (May & June)	\$43.23
150186	657	LEE COMPANY, INC.	7/13/2009	Wh. Construction Project - Metal Shelving, double faced, 2 sections	\$2,470.00

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
Total Amount of Claims					\$290,503.66

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Tuesday, July 07, 2009

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 3 pages, and except for vouchers not allowed as show on the Register such vouchers are allowed in the total amount of \$290,503.66

Date this 13th day of July, 2009.

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for on 12:00:00 AM.

AUG

Agenda
Jasper County Public Library
Board of Trustees Meeting
Monday, August 10, 2009, 7pm
Rensselaer Public Library

Opening of Meeting

Moment of Silence

Approval of Consent Agenda & Consent Agenda Items

Action

Minutes of July Board Meeting
Bills/Financial Reports
Policy Review (R 10)

General Business

DeMotte Roof Project-Update (R 25)	Information
Delay Opening on September 28, 2009 (R 25- R 26)	Action
Resolution to Continue in the Public Library Internet Consortium (R 26)	Action
DeMotte Public Library Masonry Work (R 26)	Action
Rensselaer Re-Carpeting Project (R 26)	Information

Director's Report (R 25-R 30)

Information

Items for Future Agendas

Public Forum

Adjournment

MINUTES

Jasper County Public Library Board of Trustees

7:00 PM

July 13, 2009

Rensselaer Library

Present: Joan Floyd, Susan Deardorff, Mari Anne Sayler, Jody Melton, Natalie Waling, Timothy Schultz Jr., Deana George, H. L. Mohler, Kent Mahnesmith, Patricia Stringfellow, Gail Jung, Brenda Thompson.

Agenda & Consent Agenda Approval: The Personnel Policy was removed from the Consent Agenda on a motion by J. Floyd, seconded by N. Waling. M. Sayler moved, seconded by N. Waling, to approve the amended Consent Agenda and Consent Agenda items, namely, the June Board Meeting minutes, monthly bills, and financial reports, updated Salary Ordinance, and Public Records Policy as presented. Motion was unanimously approved.

Personnel Policy: Necessary revisions were explained in the July Board packet. Further revisions to the policy include the deletion of the phrase, *'and those who have reached maximum salary levels'* on the top of page 111, since there are no more maximums; and on page 119 under section 16.2 the words *'Board'* and *'outside their city limits'* were removed to conform to previous board motions. M. Sayler moved to approve the amended Personnel Policy. J. Floyd seconded the motion. Motion passed 6-1.

Advance Draw Resolution: J. Melton made a motion that we request an advanced draw of property taxes collected payable 30 days after submitting the signed resolution. N. Waling seconded the motion. Motion was unanimous.

DeMotte Roof: K. Mahnesmith reviewed the low bid from Steve's Specialized Services for \$189,578 and found SBA Form 96 incomplete, in addition other sections were missing information, rendering the bid risky to accept. A letter from a union attorney had also noted several concerns with this bid. The next lowest bid reviewed was from Maris & Son for \$195,113 for a 30-year shingle roof. An alternate was also submitted for a 50 yr. shingle for an additional \$9300 that can be considered with a change order. Maris & Son has roofed many northwest Indiana schools and facilities. Both K. Mahnesmith and H. L. Mohler recommended Maris & Son to the Board. T. Schultz moved, seconded by J. Melton to accept Maris & Son Bid #1 for a shingle roof for \$195,113 subject to contract reviews and reference checks. Motion passed unanimously. J. Melton made a motion to designate President S. Deardorff sign the contract after the terms were drawn up by our attorney. N. Waling seconded the motion. Motion passed.

The alternate for a 50 yr. shingle was briefly discussed. H. Mohler stated it was a better shingle. Manufacturer information will be sought before a final decision is made. Other factors to consider were whether we see ourselves still in that building in 40-50 yrs, and if we remodeled how the warranty might be compromised. A shingle color needs to be determined. Harry assumed the library would want to match what is already there. These decisions will need to be made as soon as possible or at pre-construction meeting. P. Stringfellow will represent the library at the construction meetings. J. Melton moved, seconded by M. Sayler to allow P. Stringfellow to approve up to \$4000 for contingency allowance and to call a special board

meeting if contingencies exceed \$4000. Motion carried. Patty and Harry will work together on scheduling matters. Harry will be in touch with all those who submitted bids and let them know that a contract has been awarded and to whom. If the contractor wants to use the east parking lot, they will need to seek permission from KV Schools and acquire something in writing to indicate they have permission. K. Mahnesmith will contact KV Schools to alert them of our roofing project.

Maris & Son bid stated they would commence July 1, 2009 with a completion date no later than 120 days (October 31, 2009).

Budget 2010: P. Stringfellow reviewed the line items in the 2010 Operating Budget proposed by the Budget Committee. She provided a budget comparison spreadsheet and a detailed narrative to explain each budget line. The library must stay within 3.8% of the Average Growth Quotient to seek a non-binding review by the County Council. The combined budgets of \$2,027,228 for Operating Fund, \$50,000 for CPF, \$30,000 for LIRF, \$320,379 for BIRF, and \$66,300 for Rainy Day are within this percentage. On a motion by N. Waling, seconded by M. Saylor, the board approved to advertise the 2010 budgets as presented. Motion passed.

Director's Report: Alliance Bank requires written authorization for the Director and Business Office to request and receive information regarding library bank accounts. One of the signers, treasurer or assistant treasurer, on the library account may give this permission via a letter. M. Saylor signed a letter to allow Patty Stringfellow, Gail Jung, and Sue Tobias to receive information to handle the day to day banking business for the library.

The DeMotte Library has been experiencing fairly frequent power surges that have impacted equipment in several instances. KV Electric was called to investigate and could not find any internal explanation for the problem and recommended a power surge protector be installed. A quote was requested. In addition, upon recommendation of KV Electric, NIPSCO was contacted to evaluate their equipment. They have installed a voltage meter on their equipment going into the building to measure the surges to help determine the source of the problem.

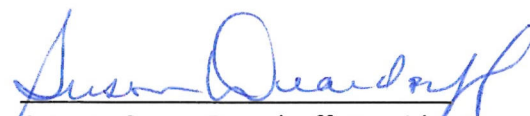
Loni Burnaska, Art League President, met with P. Stringfellow and L. Poortenga to further discuss the Art League's request to place a sculpture to honor Marie Courtright in the library. In consideration of the library's requirements, the Art League is now considering a bas-relief or a mosaic of a Mother Reading to Child. This would be mounted on a wall but could be moved as needed. The art would likely be placed in the library foyer and would be created in natural, soft colors. A plaque would be included with the piece to explain why it is there. Lighting for this art piece is also a consideration.

The bowling alley has now corrected their water runoff that was affecting our wetland area on the south side of the Wheatfield Library.

Secretary J. Melton read a thank you note from A-M Egan for the Board/director's donation to the Jasper Foundation in recognition of her 16 years of board servitude.

Adjournment: With no further matters for discussion, J. Floyd moved to adjourn at 8:05 PM.


Jody Melton, Secretary


Attest: Susan Deardorff, President

CIRCULATION BY HOLDINGS CODE
July 2009

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
Award Winner JBIO (DAJBIO)	0	0	0	0
Award Winner JE (DAJE)	0	0	0	0
Award Winner JFIC (DAJFIC)	2	0	0	2
Award Winner JNF (DAJNF)	0	0	0	0
Award Winner JPFIC (DAJPBF)	0	0	0	0
Award Winning fiction (DAWFIC)	47	0	2	49
Award Winning non-fiction (DAWNF)	4	0	0	4
Award Winner YAFIC (DAYAF)	0	0	0	0
Award Winner YAPFIC (DAYPBF)	0	0	0	0
Biography (DBIO)	59	8	3	70
Books on CD (DBKCD)	148	2	5	155
Books on Tape (DBKT)	26	0	0	26
Compact Disc (DCD)	501	16	9	526
Digital Audiobooks (DDA)	10	0	0	10
DVD (DDVD)	1882	22	17	1921
Equipment (DEQP)	287	0	0	287
See librarian (DERR)	0	0	0	0
Express Book (DEXP)	53	0	0	53
Fiction (DFIC)	976	52	17	1045
Fiction Fantasy (DFICF)	25	2	0	27
Fiction Mystery (DFICM)	142	15	7	164
Fiction New (DFICNEW)	633	22	16	671
Fiction Science Fiction (DFICSF)	20	0	0	20
Fiction Western (DFICW)	41	0	0	41
Genealogy (DGENE)	0	0	0	0
Genealogy Mag (DGMAG)	0	0	0	0
Graphic Novels (DGN)	44	0	0	44
Hanging Bags (DHANG)	22	0	0	22
ILL (DILL)	72	4	0	76
Internet (DINTER)	1686	0	0	1686
Juv. Audio book (DJAUDB)	48	4	2	54
Juv. Biography (DJBIO)	43	1	0	44
Juv. Book on CD (DJBKCD)	0	0	0	0
Juv. Book on Tape (DJBKT)	0	0	0	0
Juv. Compact Disc (DJCD)	58	1	0	59
Juvenile Easy (DJE)	934	13	2	949
Juv. Easy Non-fiction (DJENF)	58	0	0	58
Juv. Easy Reader (DJER)	503	0	0	503
Juv. Fiction (DJFIC)	666	3	12	681
Juv. Holiday books (DJHOL)	59	0	0	59
Juv. Magazine (DJMAG)	80	0	0	80
Juv. Music Cassette (DJMC)	0	0	0	0
Juv. Nonfiction (DJNF)	475	8	7	490
Juv. Nonfic Text Bk (DJNFTB)	0	0	0	0
Juv. Paperback fic (DJPBF)	0	0	0	0
Juv. Professional Coll. (DJPRO)	0	0	0	0
Juv. Reference (DJREF)	0	0	0	0
Juv. Toddler (DJTOD)	162	0	0	162
Large Print Fiction (DLPF)	162	7	1	170

Large Print Nonfic (DLPNF)	5	1	0	6
Magazine (DMAG)	1010	4	2	1016
Music Cassette (DMCAS)	0	0	0	0
Nonfiction 000 (DNF000)	30	2	0	32
Nonfiction 100 (DNF100)	29	4	0	33
Nonfiction 200 (DNF200)	32	3	1	36
Nonfiction 300 (DNF300)	125	7	4	136
Nonfiction 400 (DNF400)	7	0	0	7
Nonfiction 500 (DNF500)	29	2	1	32
Nonfiction 600 (DNF600)	263	9	19	291
Nonfiction 700 (DNF700)	121	13	2	136
Nonfiction 800 (DNF800)	16	2	0	18
Nonfiction 900 (DNF900)	88	3	1	92
Nonfiction DVD (DNFDVD)	53	3	0	56
Nonfiction (DNFIC)	0	0	0	0
Nonfiction New (DNFNEW)	163	9	11	183
Nonfiction VHS (DNFVHS)	22	1	0	23
Oversize (DOVER)	2	0	0	2
Professional Coll. (DPROF)	0	0	0	0
Parent Shelf Juv. Fic (DPSJFic)	0	0	0	0
Parent Shelf Juv. NF (DPSJNF)	12	0	1	13
Reference (DREF)	0	0	0	0
Ref. Magazine (DRMAG)	0	0	0	0
Reference Software (DRSW)	0	0	0	0
Spanish Collection (DSPA)	22	0	0	22
Software (DSWAR)	63	4	1	68
Vertical File (DVF)	1	0	0	1
VHS (DVHS)	398	2	0	400
YA Audio book (DYAUDB)	16	2	0	18
YA Biography (DYAB)	0	2	0	2
YA Books on CD (DYABKCD)	0	0	0	0
YA Books on Tape (DYABKT)	0	0	0	0
YA Fiction (DYAF)	366	12	9	387
YA Nonfiction (DYANF)	18	0	0	18
YA Paperback Fic (DYAPBF)	0	0	0	0
Storage (DZSTO)	3	1	0	4
Award Winner JBIO (RAJBIO)	0	0	0	0
Award Winner JE (RAJE)	0	0	0	0
Award Winner JFIC (RAJFIC)	0	0	0	0
Biography (RBIO)	3	45	1	49
Books on CD (RBKCD)	5	149	2	156
Books on Tape (RBKT)	0	32	0	32
Compact Disc (RCD)	9	523	9	541
Digital Audiobooks (RDA)	0	1	0	1
DVD (RDVD)	9	2997	20	3026
Equipment (REQP)	0	135	0	135
See librarian (RERR)	0	0	0	0
Express Book (REXP)	0	58	0	58
Fiction (RFIC)	34	1214	14	1262
Fiction New (RFICNEW)	15	515	13	543
Genealogy (RGENE)	0	0	0	0
Genealogy Mag (RGMAG)	0	1	0	1
Gen. Milroy Coll (RGMIL)	0	0	0	0
Graphic Novels (RGN)	0	102	0	102

Hanging Bag (RHANG)	0	23	0	23
ILL (RILL)	0	83	0	83
Internet (RINTER)	0	2510	0	2510
Juv. Audio book (RJAUDB)	0	17	1	18
Juv. Biography (RJBIO)	1	19	1	21
Juv. Book on CD (RJBKCD)	0	0	0	0
Juv. Book on Tape (RJBKT)	0	0	0	0
Juv. Compact Disc (RJCD)	0	55	0	55
Juvenile Easy (RJE)	11	1169	5	1185
Juv. Easy Non-fiction (RJENF)	1	107	0	108
Juv. Easy Reader (RJER)	2	463	3	468
Juv. Fiction (RJFIC)	12	637	6	655
Juv. Magazine (RJMAG)	0	29	0	29
Juv. Music Cassette (RJMC)	0	0	0	0
Juv. Nonfiction (RJNF)	6	492	10	508
Juv. Paperback fic (RJPBF)	0	0	0	0
Juv. Professional Coll. (RJPRO)	0	0	0	0
Juv. Reference (RJREF)	0	0	0	0
Juv. Toddler (RJTOD)	2	345	0	347
Large Print Fiction (RLPF)	15	220	4	239
Large Print Nonfic (RLPNF)	0	18	0	18
Magazine (RMAG)	0	524	1	525
Music Cassette (RMCAS)	0	0	0	0
Non-Fiction 000 (RNF000)	0	18	0	18
Non-Fiction 100 (RNF100)	1	40	0	41
Non-Fiction 200 (RNF200)	5	68	3	76
Non-Fiction 300 (RNF300)	3	101	3	107
Non-Fiction 400 (RNF400)	1	16	1	18
Non-Fiction 500 (RNF500)	2	47	0	49
Non-Fiction 600 (RNF600)	15	206	23	244
Non-Fiction 700 (RNF700)	3	126	3	132
Non-Fiction 800 (RNF800)	5	42	0	47
Non-Fiction 900 (RNF900)	8	71	1	80
Nonfiction DVD (RNFDVD)	0	96	1	97
Nonfiction (RNFIC)	0	0	0	0
Nonfiction new (RNFNEW)	9	198	7	214
Nonfiction VHS (RNFVHS)	2	14	2	18
Oversize (ROVER)	0	0	0	0
Professional Coll. (RPRO)	0	0	0	0
Reference (REF)	0	0	0	0
Reference Business (RREFB)	0	0	0	0
Ref. Magazine (RRMAG)	0	0	0	0
Ready Reference (RRR)	0	0	0	0
Reference Software (RRSW)	0	0	0	0
Spanish Collection (RSPA)	0	16	0	16
Software (RSWAR)	1	117	0	118
Vertical File (RVF)	0	4	0	4
VHS (RVHS)	0	179	0	179
YA Audio book (RYAUDB)	2	12	2	16
YA Biography (RYAB)	0	4	0	4
YA Books on CD (RYABKCD)	0	0	0	0
YA Books on Tape (RYABKT)	0	0	0	0
YA Fiction (RYAF)	23	285	16	324
YA Nonfiction (RYANF)	0	32	0	32
YA Paperback Fic (RYAPBF)	0	0	0	0

Storage (RZSTO)	0	2	0	2
Award Winner JE (WAJE)	0	0	0	0
Biography (WBIO)	6	3	24	33
Books on CD (WBKCD)	10	9	133	152
Books on Tape (WBKT)	8	0	14	22
Compact Disc (WCD)	16	19	403	438
Digital Audiobooks (WDA)	0	0	4	4
DVD (WDVD)	13	20	2119	2152
Equipment (WEQP)	0	0	68	68
See librarian (WERR)	0	0	0	0
Express Book (WEXP)	0	0	47	47
Fiction (WFIC)	59	33	489	581
Fiction Fantasy (WFICF)	2	0	4	6
Fiction Mystery (WFICM)	10	11	122	143
Fiction New (WFICNEW)	39	27	430	496
Fiction Science Fiction (WFICSF)	2	0	5	7
Fiction Western (WFICW)	0	0	1	1
Genealogy (WGENE)	0	0	0	0
Genealogy Mag (WGMAG)	0	0	0	0
Graphic Novels (WGN)	0	1	11	12
Hanging Bags (WHANG)	1	0	10	11
ILL (WILL)	1	2	48	51
Internet (WINTER)	0	0	1261	1261
Juv. Audio book (WJAUDB)	1	2	31	34
Juv. Biography (WJBIO)	0	1	14	15
Juv. Book on CD (WJBKCD)	0	0	0	0
Juv. Book on Tape (WJBKT)	0	0	0	0
Juv. Compact Disc (WJCD)	1	0	29	30
Juvenile Easy (WJE)	18	16	507	541
Juv. Easy Non-fiction (WJENF)	1	0	110	111
Juv. Easy Reader (WJER)	9	0	253	262
Juv. Fiction (WJFIC)	32	5	504	541
Juv. Magazine (WJMAG)	0	1	114	115
Juv. Music Cassette (WJMC)	0	0	0	0
Juv. Nonfiction (WJNF)	23	0	476	499
Juv. Paperback fic (WJPBF)	0	0	0	0
Juv. Professional Coll. (WJPRO)	0	0	0	0
Juv. Reference (WJREF)	0	0	1	1
Juv. Toddler (WJTOD)	0	4	155	159
Large Print Fiction (WLPF)	9	9	76	94
Large Print Nonfic (WLPNF)	1	0	10	11
Magazine (WMAG)	5	2	451	458
Non-Fiction 000 (WNF000)	0	0	4	4
Non-Fiction 100 (WNF100)	3	4	6	13
Non-Fiction 200 (WNF200)	6	0	16	22
Non-Fiction 300 (WNF300)	4	2	42	48
Non-Fiction 400 (WNF400)	0	0	9	9
Non-Fiction 500 (WNF500)	2	0	19	21
Non-Fiction 600 (WNF600)	13	9	165	187
Non-Fiction 700 (WNF700)	4	0	74	78
Non-Fiction 800 (WNF800)	0	1	6	7
Non-Fiction 900 (WNF900)	3	5	39	47
Nonfiction DVD (WNFDVD)	1	2	109	112
Nonfiction (WNFIC)	0	0	4	4

Nonfiction New (WNFNEW)	10	5	101	116
Nonfiction VHS (WNFVHS)	1	0	10	11
Professional Coll. (WPROF)	0	0	0	0
Parent Shelf Juv. Fic (WPJF)	0	0	0	0
Parent Shelf Juv. NF (WPSJNF)	0	0	0	0
Reference (WREF)	0	0	0	0
Ref. Magazine (WRMAG)	0	0	0	0
Reference Software (WRSWAR)	0	0	0	0
Spanish Collection (WSPA)	0	0	3	3
Software (WSWAR)	0	2	83	85
Vertical File (WVF)	0	0	2	2
VHS (WVHS)	0	2	219	221
YA Audio book (WYAUDB)	1	1	6	8
YA Biography (WYAB)	0	0	3	3
YA Books on CD (WYABKCD)	0	0	2	2
YA Books on Tape (WYABKT)	0	0	0	0
YA Fiction (WYAF)	20	24	277	321
YA Nonfiction (WYANF)	2	0	32	34
YA Paperback Fic (WYAPBF)	0	0	0	0
Storage (WZSTO)	0	0	2	2
TOTAL	13364	14665	9461	37490

CIRCULATION BY HOLDINGS CODE
July 2009

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
Award Winner JBIO (AJBIO)	0	0	0	0
Award Winner JE (AJE)	0	0	0	0
Award Winner JFIC (AJFIC)	2	0	0	2
Award Winner JNF (AJNF)	0	0	0	0
Award Winner JPFIC (AJPF)	0	0	0	0
Award Winning fiction (AWFIC)	47	0	2	49
Award Winning non-fiction (AWNF)	4	0	0	4
Award Winner YAFIC (AYAF)	0	0	0	0
Award Winner YAPFIC (YAYPBF)	0	0	0	0
Biography (BIO)	68	56	28	152
Books on CD (BKCD)	163	160	140	463
Books on Tape (BKT)	34	32	14	80
Compact Disc (CD)	526	558	421	1505
Digital Audiobooks (DA)	10	1	4	15
DVD (DVD)	1904	3039	2156	7099
Equipment (EQP)	287	135	68	490
See librarian (ERR)	0	0	0	0
Express Book (EXP)	53	58	47	158
Fiction (FIC)	1069	1299	520	2888
Fiction Fantasy (FICF)	27	2	4	33
Fiction Mystery (FICM)	152	26	129	307
Fiction New (FICNEW)	687	564	459	1710
Fiction Science Fiction (FICSF)	22	0	5	27
Fiction Western (FICW)	41	0	1	42
Genealogy (GENE)	0	0	0	0
Genealogy Mag (GMAG)	0	1	0	1
Gen. Milroy Coll (GMIL)	0	0	0	0

Graphic Novels (GN)	44	103	11	158
Hanging Bags (HANG)	23	23	10	56
ILL (ILL)	73	89	48	210
Internet (INTR)	1686	2510	1261	5457
Juv. Audio book (JAUDB)	49	23	34	106
Juv. Biography (JBIO)	44	21	15	80
Juv. Book on CD (JBCD)	0	0	0	0
Juv. Book on Tape (JBKT)	0	0	0	0
Juv. Compact Disc (JCD)	59	56	29	144
Juvenile Easy (JE)	963	1198	514	2675
Juv. Easy Non-Fiction (JENF)	60	107	110	277
Juv. Easy Reader (JER)	514	463	256	1233
Juv. Fiction (JFIC)	710	645	522	1877
Juv. Holiday (JHOL)	59	0	0	59
Juv. Magazine (JMAG)	80	30	114	224
Juv. Music Cassette (JMC)	0	0	0	0
Juv. Nonfiction (JNF)	504	500	493	1497
Juv. Nonfic Text Bk (JNFT)	0	0	0	0
Juv. Paperback fic (JPBF)	0	0	0	0
Juv. Professional Coll. (JPRO)	0	0	0	0
Juv. Reference (JREF)	0	0	1	1
Juv. Toddler (JTOD)	164	349	155	668
Large Print Fiction (LPF)	186	236	81	503
Large Print Nonfic (LPNF)	6	19	10	35
Magazine (MAG)	1015	530	454	1999
Music Cassette (MCAS)	0	0	0	0
Non-Fiction 000 (NF000)	30	20	4	54
Non-Fiction 100 (NF100)	33	48	6	87
Non-Fiction 200 (NF200)	43	71	20	134
Non-Fiction 300 (NF300)	132	110	49	291
Non-Fiction 400 (NF400)	8	16	10	34
Non-Fiction 500 (NF500)	33	49	20	102
Non-Fiction 600 (NF600)	291	224	207	722
Non-Fiction 700 (NF700)	128	139	79	346
Non-Fiction 800 (NF800)	21	45	6	72
Non-Fiction 900 (NF900)	99	79	41	219
Non-Fiction DVD (NFDVD)	54	101	110	265
Nonfiction (NFIC)	0	0	4	4
Nonfiction New (NFNEW)	182	212	119	513
Nonfiction VHS (NFVH)	25	15	12	52
Oversize (OVER)	2	0	0	2
Professional Coll. (PROF)	0	0	0	0
Parent Shelf Juv. Fic (PJF)	0	0	0	0
Parent Shelf Juv. NF (PSJNF)	12	0	1	13
Reference (REF)	67	80	49	196
Reference Business (REFB)	0	0	0	0
Ref. Magazine (RMAG)	0	0	0	0
Ready Reference (RRR)	0	0	0	0
Reference Software (RSWAR)	0	0	0	0
Spanish Collection (SPA)	22	16	3	41
Software (SWAR)	64	123	84	271
Vertical File (VF)	1	4	2	7
VHS	398	183	219	800
YA Audio book (YAUDB)	19	15	8	42
YA Biography (YAB)	0	6	3	9

YA Books on CD (YABKCD)	0	0	2	2
YA Books on Tape (YABKT)	0	0	0	0
YA Fiction (YAF)	409	321	302	1032
YA Nonfiction (YANF)	20	32	32	84
YA Paperback Fic (YAPBF)	0	0	0	0
Storage (ZSTO)	3	3	2	8
				0
Free reads	281	569	120	970
Games/Puzzles	4	2	0	6
Talking books	0	0	0	0
Assignment Shelf Books	0	0	0	0
TOTAL	13716	15316	9630	38662

	DeMotte	Rensselaer	Wheatfield	
ADULT BOOKS				
Fiction	2521	2757	1368	6646
Nonfiction	1238	1273	703	3214
CHILDREN'S BOOKS				
Fiction	2400	2655	1449	6504
Nonfiction	683	628	620	1931
YA BOOKS				
Fiction	453	424	313	1190
Nonfiction	20	38	35	93
Magazines, Adult	1015	531	454	2000
Magazines, Children	80	30	114	224
Sound Recordings, adult	752	766	589	2107
Sound Recordings, ch	131	102	73	306
Online databases	0	0	0	0
Software	64	123	84	271
Vertical file	1	4	2	7
VHS/DVD	2381	3338	2497	8216
Equipment	287	135	68	490
Total	12026	12804	8369	33199
A-V Circulation	3328	4329	3243	10900
A-V Circulation as % of total	27.7%	33.8%	38.8%	32.8%

DEMOTTE COLLECTION		RENSSELAER COLLECTION		WHEATFIELD COLLECTION	
Start of Month	End of Month	Start of Month	End of Month	Start of Month	End of Month
Volumes	Volumes	Volumes	Volumes	Volumes	Volumes
XX					
					ADULT BOOKS
18,391	18,449	11,441	11,388	12,340	12,161 Fiction
17,834	17,924	19,125	19,181	9,767	9,752 Nonfiction
					CHILDREN'S BKS
13,219	13,220	10,750	10,748	8,972	8,992 Fiction
8,596	8,664	5,784	5,861	4,992	5,061 Nonfiction
					YA BOOKS
2,180	2,215	2,181	2,215	1,795	1,819 Fiction
465	476	675	678	163	164 Nonfiction
					0 Magazines, Adult
					0 Magazines, Child
0	0	20	20	0	0 Games, Toys
2,573	2,585	3,075	3,060	2,884	2,904 Sound Rec/Adult
587	590	437	433	548	557 Sound Rec/Child
25	25	16	16	1	1 Online Databases
347	347	359	355	168	168 Software
3	3				Vertical Files
3,182	3,186	4,238	4,250	2,373	2,335 VHS/DVD
119	119	142	142	57	57 Equipment
67,521	67,803	58,243	58,347	44,060	43,971 TOTAL
XX					

JASPER COUNTY PUBLIC LIBRARY MONTHLY REPORT

R5

July 2009

	DeMotte		Rensselaer		Wheatfield		TOTAL	HOURS SPENT
		Hrs.		Hrs.		Hrs.		
INTRALIBRARY LOANS FILLED	214	46	223	48	305	66	742	161
LOCAL HISTORY								
In person	17	5	20	6	9	3	46	13
Letters written	0	0	10	10	1	1	11	11
IN-HOUSE USE - HARDWARE/SOFTWARE								
Internet use	1686	70	2510	105	1261	53	5457	227
Computer software used	150	13	150	13	112	9	412	34
VCR Use	1	0	0	0	0	0	1	0
Microforms	4	1	28	4		0	32	4
CD ROM/Online databases	140	12	541	45	193	16	874	73
Typewriter use	1	0	1	0	0	0	2	0
Other equipment used	0	0	1	0	0	0	1	0
OTHER LIBRARY SERVICES USED								
Outreach activities	36	36	2	1	0	0	38	25
Notarized documents	7	2	11	3	0	0	18	5
Meeting Room Use (no. of group	27	9	53	18	16	5	96	32
Study room use	19	2	42	4	12	1	73	6
Proctoring	3	2	0	0	0	0	3	2
Tax Forms distributed	0	0	0	0	0	0	0	0
Pull Requests	0	0	0	0	0	0	0	0
IN-HOUSE USE ITEMS	74		487		86		647	
WIRELESS USE via patron owned pcs	176		280		66		522	
SELF-CHECKOUT USE	442		1310		722		2474	
INTERLIBRARY LOANS								
Requests made for:	67	17	80	20	49	12	196	49
Items rec'd for:	79	40	62	31	57	29	198	99
Items requested by other libraries	0		0		0		0	
Items supplied to other libraries	0	0	0	0	0	0	0	0

REGISTRATIONS

Total Borrowers	7993	8129	4441	20563
Non-resident, paying	1	4	0	5
PLAC card users	0	4	1	5
Reciprocal borrowers	389	380	89	858
Number of New Patrons Added	77	89	33	
Number of Patron Cards Expired	1	0	0	

PROGRAMS

DeMotte	Rensselaer	Wheatfield	TOTAL	HOURS SPENT
Hrs.	Hrs.	Hrs.		

Programs for all ages	0	0	1	6	0	0	1	6
Children's Programs (0-13)	2	12	11	66	5	30	18	108
Number attending	130		271		93		494	
YA Programs (14-17)	3	18	2	12	2	12	7	42
Number attending	93		18		49		160	
Adult Programs	0	0	3	18	0	0	3	18
Number attending	44		181		18		243	
Senior Citizen Programs	13	78	7	42	2	12	22	132
Number attending	109		68		15		192	
Total Number of Programs	18	108	24	144	9	54	51	306
Total Persons Attending	376		538		175		1089	
Total Attending Same Month Last Yr	534		472		147		1153	
Total Staff Hours Spent		360		451		249	1060	1048
Total Number of In-House Programs	10		22		9		41	
Total Attendance	309		501		175		985	
Total Number of Outreach Programs	8		2		0		10	
Total Attendance	67		37		0		104	

CIRCULATION BY PATRON CODE

PATRONS	DeMotte		Rensselaer		Wheatfield		ALL LIBRARIES	
	Items Loaned	% of Total	Items Loaned	% of Total	Items Loaned	% of Total	Items Loaned	% of Total
Adult	8066	67.4%	7924	62.3%	5245	63.0%	21235	64.3%
Corporate	3	0.0%	104	0.8%	0	0.0%	107	0.3%
Juvenile 0-11	513	4.3%	529	4.2%	247	3.0%	1289	3.9%
Juvenile-AV	1496	12.5%	2072	16.3%	1534	18.4%	5102	15.5%
Nonresident No Fee	77	0.6%	142	1.1%	116	1.4%	335	1.0%
Nonresident Fee	0	0.0%	12	0.1%	0	0.0%	12	0.0%
PLAC (state library card)	0	0.0%	1	0.0%	0	0.0%	1	0.0%
Reciprocal Adult	586	4.9%	215	1.7%	152	1.8%	953	2.9%
Reciprocal Juvenile	18	0.2%	0	0.0%	1	0.0%	19	0.1%
Reciprocal Juvenile AV	20	0.2%	38	0.3%	0	0.0%	58	0.2%
Reciprocal YA	21	0.2%	4	0.0%	10	0.1%	35	0.1%
Reciprocal YA AV	7	0.1%	3	0.0%	3	0.0%	13	0.0%
School	0	0.0%	0	0.0%	0	0.0%	0	0.0%
School AV	0	0.0%	4	0.0%	0	0.0%	4	0.0%
St. Joseph College	0	0.0%	53	0.4%	0	0.0%	53	0.2%
Staff	579	4.8%	1027	8.1%	580	7.0%	2186	6.6%
Walking books	89	0.7%	36	0.3%	0	0.0%	125	0.4%
YA 12-17	73	0.6%	88	0.7%	22	0.3%	183	3.9%
YA-AV	415	3.5%	472	3.7%	410	4.9%	1297	3.9%
Total	11963		12724		8320		33007	
All items borrowed by nonresidents	729	6.1%	472	3.7%	282	3.4%	1483	4.5%

Salary Ordinance 2009
Updated 8/10/09

Name	Classification	Present Hrly Wage	Start Date	Hrs Worked	Library
Olivia Markwalder	Page	\$7.25	7/28/09	10	R

Olivia Markwalder has been hired as a page, replacing Krystal Capehart who resigned to pursue other opportunities.

We have examined and approved the changes to the 2009 Jasper County Public Library Salary Ordinance. Dated 8/10/09

<u>Natalie A. Welling</u>	<u>Joan A. Klayd</u>
<u>Deana L. George</u>	<u>Timothy M. Schultz</u>
<u>Jody Melton</u>	_____
<u>Susan Deardoff</u>	_____

Bulletin Board Policy

JCPL bulletin boards, business card holders, and pamphlet racks in our foyers serve as a medium of communication between the Library and the public and serve to promote the Library.

While first considerations are given to needs of the Library, notices of nonprofit civic, cultural or educational organizations may be accepted for display as space permits. Political advertisements and ~~military recruitment posters~~ shall not be accepted for display.

Individuals or nonprofit groups may advertise items or services for sale as space permits. Each library will set its own limitations to meet its own unique space needs. Bulletin boards should not detract from the appearance of the library. Notices may not extend beyond the frame of the bulletin board.

Notices need approval by the Library prior to posting. The Library reserves the right to determine what shall be exhibited.

Posting of materials in the Library does not necessarily indicate the Library's endorsement of the issue or event promoted by those materials.

All notices and displays are posted at the risk of the person or group, and the Library bears no responsibility for damage to notices or for their unauthorized removal from the display areas.

Containers for monetary contributions may not be placed in the Library. The only types of merchandising permitted are sales or activities for which the Library is the beneficiary.

Questions concerning the posting of any specific notice, poster or other material should be referred to the Agency Librarian who may consult with the Director when necessary.

8/94; reviewed 8/95,8/99; revised 8/97; revised 8/01; reviewed 8/07; revised 8/09

COMMITMENT TO JOIN INDIANA STATE LIBRARY CONSORTIUM FOR
PUBLIC LIBRARY INTERNET ACCESS for
FUNDING YEAR 2010 - JULY 1, 2010 THROUGH JUNE 30, 2011

Whereas, Jasper County Public Library Board of Trustees desires the library, to be part of the Indiana State Library Consortium for Public Library Internet Access; and,
Whereas, Jasper County Public Library Board of Trustees agree to follow all the rules of being part of the Indiana State Library Consortium for Public Library Internet Access including:

1. Filters all computers and receives the e-rate discount on vendor invoices. If library chooses not to filter, they can be in the consortium and not receive e-rate discount, but may be eligible for reimbursement from State Technology Grant Fund.
2. Include total cost of non e-rate services in one or more fund budgets
3. Assume financial responsibility for non-eRate portion that may not be covered by State Technology Grant Fund.
4. Work with AdTec in the filing of all forms, except Form 470, with Schools & Libraries Division

Therefore, Jasper County Public Library Board of Trustees do pass this resolution at a public library board of trustees meeting and agree to all the terms of the Indiana State Library Consortium for Public Library Internet Access.

Dated the 10th day of August, 2009.

NAY

AYE

Jody Melton
Deborah R. George
Natalie A. Whaling
Susan Deardorff
Joan A. Hall
Timothy N. Schultz

Jody Melton
(Attest by Secretary)

JCPL FINANCIAL STATEMENT

July 31, 2009

	<u>Beginning 2009 Balance</u>	<u>Current Month Disbursements</u>	<u>Y-T-D Disbursements</u>	<u>Current Month Receipts</u>	<u>Y-T-D Receipts</u>	<u>Ending Balance</u>
Operating Fund	\$586,496.58	\$163,975.75	\$1,064,985.69	\$60,033.58	\$567,510.96	\$89,021.85
Includes Investments of:						
Public Library Access Card Fund	\$60.00	\$0.00	\$90.00	\$0.00	\$30.00	\$0.00
Gift Fund	\$5,910.61	\$802.99	\$6,691.76	\$706.82	\$7,664.35	\$6,883.20
DeMotte	\$1,834.58	\$83.98	\$1,635.71	\$0.00	\$1,360.17	\$1,559.04
Rensselaer	\$2,369.46	\$603.71	\$4,223.37	\$156.82	\$4,481.23	\$2,627.32
Wheatfield	\$1,706.57	\$115.30	\$832.68	\$550.00	\$1,822.95	\$2,696.84
Library Improvement Reserve Fund	\$216,342.26	\$0.00	\$0.00	\$241.16	\$1,901.54	\$218,243.80
Includes Investments of:						
Bond & Interest Redemption Fund	\$109,471.48	\$157,877.50	\$318,310.00	\$1,947.06	\$53,605.05	(\$155,233.47)
Includes Investments of	\$0.00					
Rainy Day Fund	\$168,751.12	\$390.10	\$6,612.60	\$0.00	\$98,549.78	\$260,688.30
Includes Investments of	\$0.00					
State Technology Fund G	\$6,731.97	\$880.00	\$6,160.00	\$0.00	\$0.00	\$571.97
Capital Projects Fund	\$523,219.14	\$39.00	\$39.00	\$2,286.70	\$46,707.70	\$569,887.84
Includes Investments of	\$0.00					
Post/Hospitality Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Levy Excess Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$84,309.00	\$84,309.00
Sales Tax	\$5.32	\$0.00	\$5.22	\$0.18	\$15.22	\$15.32
Construction Fund	\$186,153.76	\$2,470.00	\$3,766.12	\$140.49	\$1,212.79	\$183,600.43
Includes Investments of	\$0.00					
Petty Cash Funds	\$120.00	\$0.00	\$0.00	\$0.00	\$0.00	\$120.00
Cash Change Fund	\$90.00	\$0.00	\$0.00	\$0.00	\$0.00	\$90.00
Payroll Withholding Accts.						
FIT Tax Collected	\$0.00	\$5,430.29	\$39,567.95	\$5,430.29	\$39,567.95	\$0.00
FICA Tax Collected	\$0.00	\$6,330.78	\$43,721.51	\$6,330.78	\$43,721.51	\$0.00
State Tax Collected	\$2,770.46	\$2,987.74	\$20,590.77	\$3,017.87	\$20,838.18	\$3,017.87
County Tax Collected	\$1,982.26	\$2,148.96	\$14,900.19	\$2,197.90	\$15,115.88	\$2,197.95
Deferred Comp.	\$0.00	\$2,520.00	\$17,805.95	\$2,520.00	\$17,805.95	\$0.00
#125 Pre-tax Plan	\$0.00	\$2,219.41	\$15,535.87	\$2,219.39	\$15,535.85	(\$0.02)
Employee Life Insur.	\$0.00	\$135.80	\$960.60	\$175.13	\$999.93	\$39.33
Employee P.E.R.F.	\$6,532.65	\$6,697.67	\$19,826.64	\$2,234.87	\$15,528.86	\$2,234.87
Garnishments	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Credit Union	\$0.00	\$2,658.94	\$20,133.49	\$2,658.94	\$20,133.49	\$0.00
EIC	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL ALL FUNDS.....	\$1,814,637.61	\$357,564.93	\$1,599,703.36	\$92,141.16	\$1,050,753.99	\$1,265,688.24

Bank Balances
Jasper County Public Library
Report as of: 7/31/2009

<i>Bank</i>		
1	Alliance Bank	\$857,840.47
2	Demotte State Bank	\$5,793.54
3	Alliance Bank-LIRF Acct	\$218,243.80
5	Cash On Hand	\$210.00
6	Alliance Bank-Construction Ckg.	\$183,600.43
7		
8		
9		
10		
11		

Total all banks = \$1,265,688.24

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

Appropriation Report for 100 OPERATING FUND

Jasper County Public Library

Report Date: From 7/1/2009 To 7/31/2009

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent
<i>1. Personal Services</i>							
1.11 SALARY OF LIBRARIAN	\$54,835.00	\$0.00	\$54,835.00	\$4,513.60	\$31,529.33	\$23,305.67	57.5
1.12 SALARY OF ASSISTANTS	\$911,677.00	\$0.00	\$911,677.00	\$75,696.81	\$522,971.66	\$388,705.34	57.4
1.13 WAGES OF JANITORS	\$63,718.00	\$0.00	\$63,718.00	\$4,763.68	\$32,555.73	\$31,162.27	51.1
1.21 EMPLOYER'S SHARE-FICA	\$76,037.00	\$0.00	\$76,037.00	\$6,330.78	\$43,721.51	\$32,315.49	57.5
1.22 UNEMPLOYMENT COMPENSATION	\$4,867.00	\$0.00	\$4,867.00	\$801.18	\$3,659.74	\$1,207.26	75.2
1.23 EMPLOYER'S CONTRIB.- PERF	\$64,814.00	\$0.00	\$64,814.00	\$17,418.90	\$51,163.60	\$13,650.40	78.9
1.24 EMPLOYER'S CONTRIB.- INS.	\$84,247.00	\$0.00	\$84,247.00	\$6,096.64	\$42,704.43	\$41,542.57	50.7
Subtotal	\$1,260,195.00		\$1,260,195.00	\$115,621.59	\$728,306.00	\$531,889.00	57.8
<i>2. Supplies</i>							
2.11 OFFICIAL RECORDS	\$550.00	\$0.00	\$550.00	\$364.36	\$630.33	(\$80.33)	114.6
2.12 STATIONERY AND PRINTING	\$500.00	\$0.00	\$500.00	\$0.00	\$0.00	\$500.00	0.0
2.13 OTHER OFFICE SUPPLIES	\$10,500.00	\$0.00	\$10,500.00	\$683.58	\$6,257.88	\$4,242.12	59.6
2.21 CLEANING & SANITATION SUPPLIES	\$6,000.00	\$0.00	\$6,000.00	\$467.46	\$3,378.76	\$2,621.24	56.3
2.23 OTHER OPERATING SUPPLIES	\$4,800.00	\$0.00	\$4,800.00	\$563.73	\$2,501.36	\$2,298.64	52.1
2.31 BUILDING MATERIALS & SUPPLIES	\$1,000.00	\$0.00	\$1,000.00	\$226.06	\$573.71	\$426.29	57.4
2.32 PAINT AND PAINTING SUPPLIES	\$200.00	\$0.00	\$200.00	\$194.22	\$221.42	(\$21.42)	110.7
2.33 REPAIR PARTS	\$550.00	\$0.00	\$550.00	\$5.59	\$128.07	\$421.93	23.3
2.41 LIBRARY SUPPLIES	\$13,250.00	\$0.00	\$13,250.00	\$1,179.82	\$7,891.25	\$5,358.75	59.6
2.42 MARKETING SUPPLIES	\$200.00	\$0.00	\$200.00	\$0.00	\$10.59	\$189.41	5.3
Subtotal	\$37,550.00		\$37,550.00	\$3,684.82	\$21,593.37	\$15,956.63	57.5

<i>Account # Description</i>	<i>Annual Appropriation</i>	<i>Change to Appropriation</i>	<i>Current Appropriation</i>	<i>Disbursements This Month</i>	<i>Disbursements YTD</i>	<i>Balance</i>	<i>Percent</i>
<i>3. Other Services and Charges</i>							
3.13 LEGAL SERVICES	\$5,000.00	\$0.00	\$5,000.00	\$1,368.00	\$6,609.00	(\$1,609.00)	132.2
3.14 OTHER PROFESSIONAL SERVICES	\$5,670.00	\$25.00	\$5,695.00	\$17.00	\$3,284.00	\$2,411.00	57.7
3.21 TELEPHONE	\$3,600.00	\$0.00	\$3,600.00	\$615.90	\$3,287.30	\$312.70	91.3
3.22 POSTAGE	\$4,500.00	\$0.00	\$4,500.00	\$243.36	\$2,864.08	\$1,635.92	63.6
3.23 MILEAGE	\$20,355.00	\$0.00	\$20,355.00	\$1,537.81	\$11,860.29	\$8,494.71	58.3
3.24 PROFESSIONAL MEETINGS	\$7,944.00	\$0.00	\$7,944.00	\$669.34	\$4,129.18	\$3,814.82	52.0
3.25 FREIGHT	\$1,800.00	\$0.00	\$1,800.00	\$118.25	\$783.04	\$1,016.96	43.5
3.26 NETWORKING	\$31,200.00	\$0.00	\$31,200.00	\$0.00	\$0.00	\$31,200.00	0.0
3.31 ADVERTISING & PUBLIC NOTICES	\$1,100.00	\$0.00	\$1,100.00	\$99.63	\$388.06	\$711.94	35.3
3.33 MARKETING ADVERTISING	\$900.00	\$0.00	\$900.00	\$0.00	\$701.43	\$198.57	77.9
3.41 OFFICIAL BONDS	\$155.00	\$0.00	\$155.00	\$0.00	\$0.00	\$155.00	0.0
3.42 OTHER INSURANCE	\$23,667.00	\$0.00	\$23,667.00	\$0.00	\$12,969.00	\$10,698.00	54.8
3.51 GAS	\$50,000.00	\$0.00	\$50,000.00	\$270.41	\$19,520.02	\$30,479.98	39.0
3.52 ELECTRICITY	\$65,000.00	\$0.00	\$65,000.00	\$6,527.47	\$39,614.89	\$25,385.11	60.9
3.53 WATER	\$1,083.00	\$0.00	\$1,083.00	\$76.60	\$608.85	\$474.15	56.2
3.54 WASTE DISPOSAL SERVICES	\$4,550.00	\$0.00	\$4,550.00	\$509.89	\$2,826.17	\$1,723.83	62.1
3.61 BUILDING & STRUCTURES	\$51,090.00	\$0.00	\$51,090.00	\$6,075.68	\$31,576.91	\$19,513.09	61.8
3.62 EQUIPMENT REPAIRS	\$700.00	\$0.00	\$700.00	\$30.25	\$1,877.14	(\$1,177.14)	268.2
3.72 EQUIPMENT RENTALS	\$245.00	\$0.00	\$245.00	\$9.95	\$191.65	\$53.35	78.2
3.91 DUES	\$2,312.00	\$0.00	\$2,312.00	\$0.00	\$746.50	\$1,565.50	32.3
3.93 TAXES & ASSESSMENTS	\$325.00	\$0.00	\$325.00	\$0.00	\$0.00	\$325.00	0.0
3.94 TRANSFER TO LIRF	\$30,000.00	\$0.00	\$30,000.00	\$0.00	\$0.00	\$30,000.00	0.0
3.95 BOOK REIMBURSEMENT	\$100.00	\$299.56	\$399.56	\$10.95	\$365.48	\$34.08	91.5
3.96 PETTY CASH	\$120.00	\$0.00	\$120.00	\$0.00	\$0.00	\$120.00	0.0
3.98 MAINTENANCE/SERVICE CONTRACTS	\$77,054.00	\$0.00	\$77,054.00	\$6,998.62	\$45,379.36	\$31,674.64	58.9
Subtotal	\$388,470.00	\$324.56	\$388,794.56	\$25,179.11	\$189,582.35	\$199,212.21	48.8

<i>Account # Description</i>	<i>Annual Appropriation</i>	<i>Change to Appropriation</i>	<i>Current Appropriation</i>	<i>Disbursements This Month</i>	<i>Disbursements YTD</i>	<i>Balance</i>	<i>Percent</i>
<i>4. Capital Outlays</i>							
4.4 FURNITURE & EQUIPMENT	\$7,175.00	\$0.00	\$7,175.00	\$802.54	\$3,431.17	\$3,743.83	47.8
4.51 BOOKS	\$144,000.00	\$3,300.53	\$147,300.53	\$10,122.19	\$72,430.87	\$74,869.66	49.2
4.52 PERIODICALS & NEWSPAPERS	\$21,132.00	\$363.48	\$21,495.48	\$5,746.87	\$15,300.84	\$6,194.64	71.2
4.53 NONPRINTED MATERIALS	\$75,099.00	\$884.38	\$75,983.38	\$2,818.63	\$34,341.09	\$41,642.29	45.2
Subtotal	\$247,406.00	\$4,548.39	\$251,954.39	\$19,490.23	\$125,503.97	\$126,450.42	49.8
Grand Total	\$1,933,621.00	\$4,872.95	\$1,938,493.95	\$163,975.75	\$1,064,985.69	\$873,508.26	54.9

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

Appropriation Report for 130 LIRF FUND

Jasper County Public Library

Report Date: From 7/1/2009 To 7/31/2009

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent
<i>3. Other Services and Charges</i>							
3.14 OTHER PROFESSIONAL SERVICES	\$10,000.00	\$0.00	\$10,000.00	\$0.00	\$0.00	\$10,000.00	0.0
3.61 BUILDING & STRUCTURES	\$70,000.00	\$0.00	\$70,000.00	\$0.00	\$0.00	\$70,000.00	0.0
Subtotal	\$80,000.00	\$0.00	\$80,000.00	\$0.00	\$0.00	\$80,000.00	0.0
Grand Total	\$80,000.00	\$0.00	\$80,000.00	\$0.00	\$0.00	\$80,000.00	0.0

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

Appropriation Report for 151 RAINY DAY FUND

Jasper County Public Library

Report Date: From 7/1/2009 To 7/31/2009

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent
<i>3. Other Services and Charges</i>							
3.14 OTHER PROFESSIONAL SERVICES	\$0.00	\$0.00	\$0.00	\$390.10	\$6,612.60	(\$6,612.60)	0.0
3.61 BUILDING & STRUCTURES	\$23,000.00	\$150,000.00	\$173,000.00	\$0.00	\$0.00	\$173,000.00	0.0
Subtotal	\$23,000.00	\$150,000.00	\$173,000.00	\$390.10	\$6,612.60	\$166,387.40	3.8
<i>4. Capital Outlays</i>							
4.4 FURNITURE & EQUIPMENT	\$700.00	\$0.00	\$700.00	\$0.00	\$0.00	\$700.00	0.0
Subtotal	\$700.00		\$700.00	\$0.00	\$0.00	\$700.00	0.0
Grand Total	\$23,700.00	\$150,000.00	\$173,700.00	\$390.10	\$6,612.60	\$167,087.40	3.8

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

Changes to Appropriations

<i>Date</i>	<i>Fund</i>	<i>Account</i>	<i>Amount</i>	<i>Reason</i>
6/1/2009	100 OPERATING FUND	3.14 OTHER PROFESSIONAL SERVICES	\$25.00	Reimbursement for Cancelled Program-Fulkerson A/P #281
7/10/2009	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$12.95	Refund on Book return in Mar, D. Holmes 2/17/09
7/10/2009	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$25.00	Refund on Book return in Feb, L. Bausman 1/26/09
7/10/2009	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$15.99	Refund on Book return in Feb, T. Jones 1/20/09
7/10/2009	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$10.95	Refund on book return in Jul, J. Crawford, 3/6/09
7/10/2009	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$17.99	Refund on Book return in Mar, T. Gazaway 2/23/09
7/10/2009	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$38.95	Refund on audiobook return in Apr, D. Doty, 2/7/09
7/10/2009	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$32.90	Refund on books return in Apr, D. Loslo, 2/20 & 3/12
7/10/2009	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$54.99	Refund on playaway returned in Apr, L. VanderMolen, 1/21/09
7/10/2009	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$16.00	Refund on book return in May, J. Dinga, 3/21/09
7/10/2009	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$24.95	Refund on book return in May, R. Luke, 2/19/09
7/10/2009	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$15.00	Refund on book return in May, R. fase, 4/16/09
7/10/2009	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$10.95	Refund on book return in June, C. Villarreal, 5/16/09
7/10/2009	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$8.95	Refund on book return in June, H. Conrad, 5/20/09
7/10/2009	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$6.99	Refund on book return in May, A. Kozyra, 3/13/09
7/10/2009	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$7.00	Refund on DVD return in Feb, S. Thompson, 1/2/09
1/2/2009	100 OPERATING FUND	4.51 BOOKS	\$3,300.53	Encumbered per Board Mtg Approval, 12/30/08
3/31/2009	100 OPERATING FUND	4.52 PERIODICALS & NEWSPAPERS	\$363.48	Refund/Reimbursement for Wall Street Journal A/P #217
1/2/2009	100 OPERATING FUND	4.53 NONPRINTED MATERIALS	\$884.38	Encumbered per Board Mtg Approval, 12/30/08
1/2/2009	130 LIRF FUND	3.61 BUILDING & STRUCTURES	\$64,586.00	Encumbered per Board Mtg Approval, 12/30/08
1/19/2009	130 LIRF FUND	3.61 BUILDING & STRUCTURES	(\$64,586.00)	Board Negated encumbrance-contract voided
1/2/2009	151 RAINY DAY FUND	3.61 BUILDING & STRUCTURES	\$122,992.00	Encumbered per Board Mtg Approval, 12/30/08
1/19/2009	151 RAINY DAY FUND	3.61 BUILDING & STRUCTURES	(\$122,992.00)	Board Negated encumbrance-contract voided
4/28/2009	151 RAINY DAY FUND	3.61 BUILDING & STRUCTURES	\$150,000.00	Additional Appropriation approved by DLGF

Net Changes by Fund

<i>Fund Number</i>	<i>Net Change</i>
100	\$4,872.95
130	\$0.00
151	\$150,000.00

Voucher List

Jasper County Public Library

Report Date: From 7/1/2009 To 7/31/2009

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
	574	ARCADIA PUBLISHING	7/3/2009	Correct Fund Number, See A/P #481	\$0.00
28475	575	ALLIED WASTE SERVICES #71	7/10/2009	Trash Service @Wh. Lib, July 2009	\$51.60
28476	576	ANTHEM BLUE CROSS BLUE S	7/10/2009	Health Insurance Premium-July - 17 employees	\$8,044.71
28477	577	ANTHEM LIFE	7/10/2009	Life Ins Premium-July	\$85.04
28478	578	BANK OF NEW YORK	7/10/2009	2004 Bond Payment	\$157,877.50
28479	579	FIRST TRUST CREDIT UNION	7/10/2009	Direct Deposits w/held from 10 July 09 Payroll-5 participants	\$1,330.73
28480	580	GREAT-WEST RETIREMENT S	7/10/2009	Annuity Contributions from 10 July 09 Payroll - 7 participants	\$1,260.00
0	581	INDIANA DEPARTMENT OF RE	7/20/2009	State & County Tax w/held July 2009, Verif #28, Ref #73488	\$5,136.70
0	582	IRS USA TAXPAYMENT	7/13/2009	FICA & Federal Taxes w/held 10 July 09 Payroll, ref #00494720	\$9,053.29
28481	583	JOSEPH ZELLON	7/10/2009	Courier Mileage,6/16-6/30/09	\$364.10
28482	584	NORTHWESTERN INDIANA TE	7/10/2009	Local Phones-DeM. July	\$165.77
28483	585	PREMIER WASTE & RECYCLIN	7/10/2009	Trash Service, 7/1/09-9/30/09 Demotte Lib.	\$150.00
28484	586	TOWN OF DEMOTTE	7/10/2009	Sewer Service-DeM, May 2009	\$85.51
28485	587	TOWN OF WHEATFIELD SEW	7/10/2009	Sewer Service, July 2009 @ Wh. Lib.	\$56.65
0	588	PAYROLL	7/10/2009	PAYROLL	\$42,556.69
28486	589	ACP DIRECT	7/13/2009	HP Printer Cartridges; Headphones & Cord	\$225.12
28487	590	BAKER & DANIELS, LLP	7/13/2009	Prof Services - Leave Policy & Handbook revisions/updates/applications	\$1,368.00
28488	591	BAKER & TAYLOR	7/13/2009	Books, AV, Gift Books, Continutations, etc.	\$8,619.48
28489	592	BAKER & TAYLOR ENTERTAIN	7/13/2009	DVDs	\$637.25
28490	593	BLUETARP FINANCIAL, INC	7/13/2009	Painting Supplies, Roofing Cement & Nails, Sink Stopper	\$51.57
28491	594	BOYCE FORMS/SYSTEMS	7/13/2009	Vendor Checks	\$364.36
28492	595	BRENT HOFFMAN	7/13/2009	Lawn Mowing & spreading mulch - June 2009	\$330.00
28493	596	BROWN'S GARDEN & FLORAL	7/13/2009	Red Mulch - 1.33 yds (Rens. Lib.)	\$65.70
28494	597	CAPITAL ONE BANK (USA), NA	7/13/2009	Meeting expenses, craft items, DVD Player (prize), Summer Rdg prizes	\$351.79
28495	598	CAPSTONE PRESS	7/13/2009	Children Books	\$1,236.31
28496	599	CULLIGAN OF KOUTS	7/13/2009	Water Cooler Rental	\$9.95
28497	600	DEMCO	7/13/2009	Sherpa Desktop Reference system, Arched Sign Holders	\$263.08
28498	601	DEMOTTE DECORATIVE STON	7/13/2009	Mulch, Red - 3.5 yds (DeMotte Lib.)	\$152.00
28499	602	EMBARQ	7/13/2009	Local Phones-Rens, July	\$141.34
28500	603	EDUCATION NETWORKS OF A	7/13/2009	Internet Service-June 2009	\$930.00
28501	604	FASE'S WATER TREATMENT &	7/13/2009	Redout for Softener @ DeM.	\$180.00
28502	605	FLEX-PAC INC	7/13/2009	2 cs Enmotion Hand Towels-Wh. Lib.	\$141.11
28503	606	GA FOODS GROUP	7/13/2009	Teen Summer Rdg Prog. Supplies-Rens.	\$10.62
28504	607	GAIL JUNG	7/13/2009	Rensselaer Lib - Petty Cash (Postage)	\$39.16
28505	608	GAIL JUNG	7/13/2009	Mileage: Budget Wkshp, Bank, Post Office Courthouse, Ins. Agent - June	\$121.83
28506	609	GAYLORD BROS.	7/13/2009	Display Easels-Rens.	\$315.09
28507	610	GOODWIN FIRE EQUIPMENT, I	7/13/2009	Annual Fire Extinguisher Inspection-DeMotte Lib.	\$30.25
28508	611	H.L. MOHLER & ASSOCIATES	7/13/2009	Prof Services - DeM. Roof Bid review & expenses	\$390.10
28509	612	HP PRODUCTS CORP.	7/13/2009	Windsor XP18 Vacuum-DeM. Lib.	\$619.08
28510	613	HISTORY EDUCATION	7/13/2009	AV Materials	\$309.95
28511	614	INCOLSA	7/13/2009	Supervisory Skills Workshops-Kooy, Thompson, Douthit, Poortenga (4/29 & 5/19/09)	\$600.00
28512	615	INDIANA DEPT. OF WORKFOR	7/13/2009	Second Quarter Unemployment Payment 2009	\$801.18
28513	616	INFO USA MARKETING, INC.	7/13/2009	IN Business Directory	\$620.00

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
28514	617	INSPIRATIONAL DISTRIBUTOR	7/13/2009	Christian Book Series	\$25.90
28515	618	INTELLIGENT CLEANING SYST	7/13/2009	Latex Gloves, Jumbo TP, Trash bags, Roll Towels, mopheads, hand towels	\$326.35
28516	619	JASPER COUNTY HISTORICAL	7/13/2009	Vintage Views - 3 back issues	\$30.00
28517	620	JASPER COUNTY HOSPITAL	7/13/2009	Qty Water Testing - Coliform (DeM. Lib.)	\$17.00
28518	621	JOHANNA CRAWFORD	7/13/2009	Book Pd 3/6/09 for & Returned - My Secret War	\$10.95
28519	622	KIRBY RISK CORPORATION	7/13/2009	Fluorescent Quad Outdoor Lights	\$47.25
28520	623	KOLORTECH, INC.	7/13/2009	4' Fluorescent Lights - DeM. Lib.	\$318.75
28521	624	KONE, INC.	7/13/2009	3rd Qtr 2009 Elevator Mtnce Contract	\$450.51
28522	625	K.V.ELECTRIC	7/13/2009	Replace Parking Lot Bulb-DeM. Lib.	\$110.00
28523	626	KANKAKEE VALLEY PUBLISHI	7/13/2009	Legal Ad Roof Bid-KV Post (5/21 & 5/28)	\$99.63
28524	627	LAFAYETTE OFFICE SYSTEMS	7/13/2009	Annual Service Contract Minolta Di351 Copier - Rens. Lib.	\$1,176.00
28525	628	LANDMARK AUDIOBOOKS	7/13/2009	Audiobook Purchase-DeM	\$245.00
28526	629	LINDA POORTENGA	7/13/2009	Mileage: Reference Wkshp, Internet Skills Wkshp	\$105.60
28527	630	MARSHALL CAVENDISH CORP	7/13/2009	Books	\$21.95
28528	631	MIDWEST TAPE	7/13/2009	DVDs	\$475.96
28529	632	NANETTE SPEACHT	7/13/2009	Mileage: Literacy, Counterparts, Circulation Meetings	\$46.20
28530	633	OFFICE DEPOT	7/13/2009	Fax Machine, Vendor Binder Cases, Green Copy Paper, Printer Cartridges & Drum, Pocket Folders	\$697.06
28531	634	OED OFFICE OF ENERGY & DE	7/13/2009	2nd Qtr Payment, 2009 - PFEED Loan of 2002	\$2,402.97
28532	635	PATTY STRINGFELLOW	7/13/2009	Mileage: LifeLong Network & Mgmt Mtgs; Branch Visits	\$69.30
28533	636	PEGGY WOODS	7/13/2009	Mileage: Wal-Mart AV Shopping Trips, Post office	\$6.16
28534	637	PUBLIC EMPLOYEES' RETIRE	7/13/2009	2nd Qtr PERF Contribution, 2009	\$24,116.57
28535	638	POPULAR SUBSCRIPTION SE	7/13/2009	Annual Mag Subscription (Part 2) & other Renewals	\$5,063.73
28536	639	POSTMASTER	7/13/2009	Stamps: 100 (\$.04); 100 (\$.05); 100 (\$.10); 80 (\$.24); 100 (\$.59); 100 (\$.62); 60 (\$.75)	\$204.20
28537	640	PRECISION CONTROL SYSTE	7/13/2009	DeM: Gas vent Installation, Investigate Boiler Service Notice; Valve leaking. Rens: Boiler alarm replaced gauge/relief aquastat control	\$3,137.71
28538	641	PROQUEST LLC	7/13/2009	Microfilm-Rens Rep 1/1/09-4/1/09; replaced issues:1/1/92-4/30/92	\$183.14
28539	642	QUILL CORPORATION	7/13/2009	Constr. Paper, Markers, Fax/Laserjet Cartridges, Scissors, tape, folders, 60# paper; CREDIT on ret'd print cartridges	\$35.14
28540	643	RECORDED BOOKS, LLC	7/13/2009	Speak Spanish AV sets-DeM; Audiobooks	\$145.55
28541	644	ROEING CORPORATION	7/13/2009	2nd Installment 2009 Service Contract; Memory for HP Laserjet 2550N	\$5,039.00
28542	645	SHEILA MAXWELL	7/13/2009	Counterparts Mtg Expenses; Mileage: Branch trips, Disaster Recovery & Counterparts Mtgs.	\$393.83
28543	646	STANDARD & POOR'S CORP.	7/13/2009	S&P Outlook booklets, 8/15/09-8/14/10	\$447.00
28544	647	SUE TOBIAS	7/13/2009	Mileage: Bank, Post Office, Kirby Risk, New Employee orientation, Deliver Bd packets-June	\$30.64
28545	648	SUNRISE PACKAGING INC.	7/13/2009	CD/DVD Dual Albums - Processing	\$290.98
28546	649	TRUGREEN CHEMLAWN	7/13/2009	Evergreen/Spruce Tree Insect Application - Rens. Lib.	\$95.00
28547	650	TYSEN'S COUNTRY GROCERY	7/13/2009	Ice Cream Sundaes, Summer Rdg Prog-Whitfld	\$24.90
28548	651	TYSEN'S FAMILY FOOD CENTE	7/13/2009	Storytime Prog, Summer Rdg Prog, School Visits, After-School Prog Supplies-Wh.	\$67.90
28549	652	UNIQUE MANAGEMENT SERVI	7/13/2009	May Initial & Secondary Placements-Collections	\$322.11
28550	653	VISION SERVICE PLAN- (IN)	7/13/2009	Vision Ins. Premium-July (17 participants)	\$154.10
28551	654	WALL STREET JOURNAL	7/13/2009	WSJ Subscription-Wh. Lib. (2 yr) & Smart Money Mag subs (1 yr)	\$500.00
28552	655	WAL-MART COMMUNITY BRC	7/13/2009	Duck Tape, Ch. Prog Prizes, Ice Cream Social supplies, Teen Prog supply, gift cards, hooks, paint tape, totes, cleaning wipes, calculator, Kilz Paint, DVDs, Music CDs	\$1,050.48
28553	656	YVONNE DEL VECCHIO	7/13/2009	Mileage: Talking Books (May & June)	\$43.23
150186	657	LEE COMPANY, INC.	7/13/2009	Wh. Construction Project - Metal Shelving, double faced, 2 sections	\$2,470.00
28554	658	NIPSCO	7/10/2009	Wheatfield Utilities, 6/2-7/2/09	\$1,751.17
0	659	PAYROLL	7/24/2009	PAYROLL	\$42,279.85

Printed on Friday, July 31, 2009

Page 2 of 3

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
28555	660	CITY OF RENSSELAER	7/24/2009	Rens. Lib Utilities, 6/9-7/9/09	\$2,659.67
28556	661	EMBARQ	7/24/2009	Local Phone Service-July 2009, Wh. Lib.	\$161.60
28557	662	EMBARQ COMMUNICATIONS I	7/24/2009	Long Distance Calls, Rens-DeM-Wh, 6/8-7/7/09	\$147.19
28558	663	FIRST TRUST CREDIT UNION	7/24/2009	Direct Deposits w/held from 24July09 Payroll-6 participants	\$1,328.21
28559	664	GREAT-WEST RETIREMENT S	7/24/2009	Annuity Contributions from 24July09 Payroll - 7 participants	\$1,260.00
0	665	IRS USA TAXPAYMENT	7/27/2009	FICA & Federal Taxes w/held 24July09 Payroll, ref #00041626	\$9,017.52
28560	666	JOSEPH ZELLON	7/24/2009	Courier Mileage, 7/1-7/15/09	\$363.00
28561	667	NIPSCO	7/24/2009	DeMotte Utilities, 6/5-7/7/09	\$2,629.77
28562	668	AFLAC	7/24/2009	Supplemental Insurance Premium w/held from July Payrolls	\$168.00
0	669	PAYROLL	7/24/2009	PAYROLL	\$137.55
0	670	IRS USA TAXPAYMENT	7/27/2009	FICA & Federal Taxes w/held 24July09 Payroll, ref #00118245	\$21.04
Total Amount of Claims					\$357,564.93

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Friday, July 31, 2009

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 3 pages, and except for vouchers not allowed as show on the Register such vouchers are allowed in the total amount of \$357,564.93

Date this 10th day of August, 20 09.

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

JASPER COUNTY PUBLIC LIBRARY

F5

Receipt Breakdown

July 31, 2009

	THIS MONTH	YEAR-TO-DATE	TOTAL RECEIPTS THIS MONTH	TOTAL RECEIPTS YEAR-TO-DATE
S & FEES:			\$3,188.34	\$22,638.60
DeMotte	\$1,097.80	\$6,982.86		
Rensselaer	\$1,159.96	\$9,226.39		
Wheatfield	\$930.58	\$6,429.35		
PHOTOCOPIES:			\$681.08	\$5,226.63
DeMotte	\$230.75	\$1,737.90		
Rensselaer	\$270.58	\$2,298.18		
Wheatfield	\$179.75	\$1,190.55		
INTEREST:			\$700.17	\$6,931.88
Checking/Repurchase/Savings/CD's	\$700.17	\$6,931.88		
TAXES:			\$55,411.57	\$526,214.65
Property Tax	\$0.00	\$129,220.66		
License Excise Tax	\$0.00	\$33,574.15		
Financial Institution Tax	\$0.00	\$0.00		
CVET(Commercial Vehicle Excise)	\$5,815.49	\$5,815.49		
Local Option/Certified Shares	\$45,079.83	\$315,558.82		
Local Option/Property Tax Repl.	\$4,516.25	\$42,045.53		
TAXABLE SALES:-			\$2.42	\$78.15
REFUNDS:			\$50.00	\$6,421.05
Rebates/Refund	\$0.00	\$363.48		
Insurance Claims/Reimbursements	\$0.00	\$54.68		
Meeting Room Rental	\$50.00	\$500.00		
Reimbursement	\$0.00	\$128.19		
Grant Reimbursements	\$0.00	\$0.00		
Miscellaneous Receipts	\$0.00	\$5,374.70		
TOTAL OPERATING FUND RECEIPTS.....			\$60,033.58	\$567,510.96
IC FUND:-			\$0.00	\$30.00
GIFT FUNDS:			\$706.82	\$7,664.35
DeMotte	\$0.00	\$1,360.17		
Rensselaer	\$156.82	\$4,481.23		
Wheatfield	\$550.00	\$1,822.95		
LIB. IMPROV. RESERVE FUND: (Interest).....			\$241.16	\$1,901.54
BOND & INTEREST REDEMPTION FUND:			\$1,947.06	\$53,605.05
Property Tax	\$0.00	\$41,496.47		
License Excise Tax	\$0.00	\$10,161.52		
Financial Institution Tax	\$0.00	\$0.00		
CVET(Commercial Vehicle Excise)	\$1,947.06	\$1,947.06		
RAINY DAY FUND:			\$0.00	\$98,549.78
Special CAGIT Distribution	\$0.00	\$98,549.78		
Interest Earned	\$0.00	\$0.00		
STATE TECHNOLOGY FUND GRANT FUND:-			\$0.00	\$0.00
CAPITAL PROJECTS FUND:			\$2,286.70	\$46,707.70
Interest Earned	\$699.25	\$5,224.82		
Property Tax	\$0.00	\$32,462.65		
License Excise Tax	\$0.00	\$7,432.78		
Financial Institution Tax	\$0.00	\$0.00		
CVET(Commercial Vehicle Excise)	\$1,587.45	\$1,587.45		
HOST/HOSPITALITY FUND:-			\$0.00	\$0.00
LEVY EXCESS FUND:-			\$0.00	\$84,309.00
SALES TAX:-			\$0.18	\$15.22
STRUCTION FUND: (Interest Earned)-			\$140.49	\$1,212.79
SH CHANGE FUND			\$0.00	\$0.00
SUB-TOTAL (page 1).....			\$65,355.99	\$861,506.39

WITHHOLDING ACCOUNT FUNDS:

			\$26,785.17	\$189,247.60
FIT Tax Collected	\$5,430.29	\$39,567.95		
FICA Collected	\$6,330.78	\$43,721.51		
State Tax Collected	\$3,017.87	\$20,838.18		
County Tax Collected	\$2,197.90	\$15,115.88		
Deferred Comp Plan	\$2,520.00	\$17,805.95		
Pre-tax Insurance Plans	\$2,219.39	\$15,535.85		
Life Insurance	\$175.13	\$999.93		
PERF	\$2,234.87	\$15,528.86		
Garnishments	\$0.00	\$0.00		
Credit Union	\$2,658.94	\$20,133.49		
EIC	\$0.00	\$0.00		
Repayment	\$0.00	\$0.00		
TOTAL RECEIPTS - ALL FUNDS.....			\$92,141.16	\$1,050,753.99

Voucher List**Jasper County Public Library****Report Date: From 8/1/2009 To 8/10/2009**

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
28563	671	ACE HARDWARE	8/10/2009	Plumbing Supplies, Plumber's Putty, Ballcock, Air Freshner	\$14.54
28564	672	A.M. Best Company, Inc.	8/10/2009	Books-Best Insurance Rating Guide	\$313.90
28565	673	ANGELA BARTON	8/10/2009	Video Rental, Mileage: Books 2 Bridge, ALA, Grant Committee Mtg	\$129.58
28566	674	BAKER & TAYLOR	8/10/2009	Books, Audio Books, DVD's, Continuations	\$19,478.08
28567	675	BAKER & TAYLOR ENTERTAIN	8/10/2009	DVDs	\$247.74
28568	676	BLUETARP FINANCIAL, INC	8/10/2009	Plastic Cement, Roofing Nails, Paint, Masking Tape, Rollers, Brushes	\$132.14
28569	677	BRENDA THOMPSON	8/10/2009	Mileage: LLN, Mgt Mtg, Books 2 Bridges, Over Drive Demo	\$111.64
28570	678	CAMPBELL PRINTING COMPA	8/10/2009	Imprinted JCPL Envelopes	\$140.45
28571	679	CAPITAL ONE BANK (USA), NA	8/10/2009	Expenses for Books 2 Bridges Mtg, Small Cups for Crafts, Portable DVD player prize, Expenses for Teen Volunteer Party, ALA Seminar Expenses, LCD cleaner, Restroom stall lock/latch, Book, Elec.Tea Kettle	\$492.89
28572	680	CCP FILTER CORPORATION	8/10/2009	Kleen Pleet Filters	\$345.28
28573	681	CULLIGAN OF KOUTS	8/10/2009	Water Cooler Rental and Water-Wh., Lib.	\$58.50
28574	682	DAVIDSON TITLES INC.	8/10/2009	Childrens Book	\$24.48
28575	683	DEMCO	8/10/2009	Hangup Bags, Headphone, Book Tape	\$105.46
28576	684	DIANA KOOY	8/10/2009	Heavy duty copy paper, Mileage: Cooperate School Awards Luncheon, Librarians Council, Incolsa Wksp, Deposits, Mgmt Mtg	\$202.28
28577	685	DEX	8/10/2009	Phone Book Advertisement-August, September, October 2009	\$270.75
28578	686	DIANE OPOLSKI	8/10/2009	Mileage: Deposits, Basic Reference Wksp, Internet Wksp, Reference Interview	\$91.30
28579	687	DUCKWALL-ALCO STORES, IN	8/10/2009	Thank you notes	\$4.99
28580	688	DUMAS, WEIST & MAHNESMIT	8/10/2009	Services rendered 5/11/09-7/20/09. Roofing project	\$743.75
28581	689	EDUCATION NETWORKS OF A	8/10/2009	Internet Service-July 2009	\$1,110.00
28582	690	EMILY DURAN	8/10/2009	Mileage: Milroy	\$71.50
28583	691	EVELYN BRISTOL	8/10/2009	Books, CD, Stamp Kit, Mileage: Visit Preschools, Mgt Mtg, 8th Grade Visits, Con Agra Popcorn	\$163.64
28584	692	FASE'S WATER TREATMENT &	8/10/2009	16 Bags Redout for Softener @ DeM	\$192.00
28585	693	FLEX-PAC INC	8/10/2009	Foam Soap, Glass Cleaner	\$190.59
28586	694	GA FOODS GROUP	8/10/2009	Expenses for Tuesday Movie Night and Mgmt Mtg	\$47.08
28587	695	GAIL JUNG	8/10/2009	Pledge, Air Wick Freshener	\$15.75
28588	696	GALE	8/10/2009	Books & Continuations	\$1,329.06
28589	697	HERITAGE OFFICE PRODUCT	8/10/2009	Name Tag: Stephanie S.	\$10.50
28590	698	HIGHSMITH CO. INC.	8/10/2009	Inkjet Cartridges, Bookmarks, Cleaning Wipes, Screen Cleaner	\$257.22
28591	699	H.L. MOHLER & ASSOCIATES	8/10/2009	Prof Services - DeM. Roof Bid review & expenses	\$726.10
28592	700	INTELLIGENT CLEANING SYST	8/10/2009	Multi Fold Towels, Strobe, Kitchen Roll Towels, Toilet Tissue	\$445.14
28593	701	INDIANA CHAMBER	8/10/2009	Indiana Employers Guide to FMLA	\$67.20
28594	702	INDIANA LIBRARY FEDERATIO	8/10/2009	CYPD Conference: Phillips, Bristol, Reasoner, Cavinder	\$700.00
28595	703	FACTS ON FILE, INC	8/10/2009	Science Online, Health Reference Center, Career Guide Center	\$1,790.27
28596	704	IRENE EVANS	8/10/2009	Returned lost CD from a CD book	\$29.99
28597	705	JAMES R. LITTLE	8/10/2009	Tapcons & Bit-Fire Exit Door repair-Wh. Lib	\$8.44
28598	706	JASPER CO. VETERANS COU	8/10/2009	American & Indiana Flags	\$124.00
28599	707	JENNIFER L. DOUTHIT	8/10/2009	Mileage: Mgmt Mtg, LC Mtg	\$97.90
28600	708	KANKAKEE VALLEY PUBLISHI	8/10/2009	Legal Ad CPF Notice to taxpayers Rens Rep &KV Post (6/25/09)	\$115.20

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
28601	709	KAYLEE BARRETT	8/10/2009	Returned Lost Book	\$5.99
28602	710	LINDA POORTENGA	8/10/2009	Mileage: Librarian Council Mtg, Books 2 Bridges, Mtg for Technology, Ref. Librarian Wksp	\$163.90
28603	711	LINDA THOMPSON	8/10/2009	Mileage: Reference Counterparts	\$28.60
28604	712	MAURIE JOHNS	8/10/2009	Returned two lost books	\$29.98
28605	713	McDANIEL FIRE SYSTEMS, INC	8/10/2009	Service Agreement-Wh. Fire Alarm System, 8/15/09-8/14/10	\$1,800.00
28606	714	MIDWEST TAPE	8/10/2009	DVDs	\$158.90
28607	715	NANETTE SPEACHT	8/10/2009	Parking & Tolls - ALA Conference	\$26.30
28608	716	NORTHWESTERN INDIANA TE	8/10/2009	Local Phones-DeM. August	\$166.36
28609	717	OSBY WATER CONDITIONING	8/10/2009	Softener repairs-Wh. Lib.	\$183.00
28610	718	POPULAR SUBSCRIPTION SE	8/10/2009	Magazines	\$42.65
28611	719	PRECISION CONTROL SYSTE	8/10/2009	Ren: Replace Belts on Handler, Check Cottonwood Build up on A/C DeM: Reset Breaker, Check incoming Voltage	\$438.76
28612	720	QUILL CORPORATION	8/10/2009	Contact paper, Toner	\$820.68
28613	721	RELIABLE EXTERMINATORS, I	8/10/2009	Pest Control @ Wh. Lib.	\$150.00
28614	722	RECORDED BOOKS, LLC	8/10/2009	Audio Books	\$144.57
28615	723	ROEING CORPORATION	8/10/2009	Security with Firewall, 1 yr mtnc agreement	\$3,330.00
28616	724	SANDRA GREENE	8/10/2009	Reimbursement for lost book	\$25.95
28617	725	SUE TOBIAS	8/10/2009	Mileage: Deposits, Orientation of New Employee, ILL	\$21.40
28618	726	SUNRISE PACKAGING INC.	8/10/2009	10 CD album	\$215.36
28619	727	THE LIBRARY CORPORATION	8/10/2009	TLC Annual Maintenance-Hosting Service, Lib. Solutions Software, Its Marc & AV access, Enhanced Content, Lib Serials Support	\$29,646.50
28620	728	TODD W. LUKE	8/10/2009	Primer	\$30.99
28621	729	TRUGREEN CHEMLAWN	8/10/2009	Sprayed all arbors and shrubs for insects	\$95.00
28622	730	TRU-GREEN LIMITED PARTNE	8/10/2009	Crab Tree Insect Control	\$103.95
28623	731	TYSEN'S FAMILY FOOD CENTE	8/10/2009	Expenses for Summer Reading Party	\$8.36
28624	732	UNIQUE MANAGEMENT SERVI	8/10/2009	June Initial & Secondary Placements-Collections	\$339.10
28625	733	USA TODAY	8/10/2009	Annual Newspaper Subscription-Wheatfield Lib. Exp 9/11/2010	\$182.00
28626	734	VISION SERVICE PLAN- (IN)	8/10/2009	Vision Ins. Premium-August (17 participants)	\$162.86
28627	735	WAL-MART COMMUNITY BRC	8/10/2009	Glue, Utility Hook, Toilet Cleaner, Batteries, DVDs	\$1,273.93
28628	736	WORLD BOOK INC.	8/10/2009	World Book Ency. Online Reference	\$995.00
150187	737	LEE COMPANY, INC.	8/10/2009	Wh. Construction Project - Metal Shelving, double faced, 2 sections	\$2,470.00
28629	738	GAIL JUNG	8/10/2009	Rensselaer Petty Cash reimbursement-Postage	\$34.61
28630	739	MIDAMERICA BOOKS	8/10/2009	Books-children	\$339.30
28631	740	TOM KROOSWYK PLMBG, HT	8/10/2009	Delta Faucet & Install-DeM Men's Bathroom	\$177.15
28632	741	BRENT HOFFMAN	8/10/2009	Mowing, Rens-DeM-Wh, July 2009	\$285.00

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
Total Amount of Claims					\$74,295.48

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Wednesday, August 05, 2009

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 3 pages, and except for vouchers not allowed as show on the Register such vouchers are allowed in the total amount of \$74,295.48

Date this 10 th day of August, 2009.

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

SEP

**Agenda
Jasper County Public Library
Board of Trustees Meeting
Monday, September 14, 2009, 7pm
Wheatfield Public Library**

Opening of Meeting

Moment of Silence

Approval of Consent Agenda & Consent Agenda Items

Action

Minutes of August Board Meeting
Bills/Financial Reports
Salary Ordinance Update (R 7)
Policy Review (R 10)

General Business

2010 Budget Hearing (R 25)
Wheatfield Library Roof (R 25-R 26)
DeMotte Library Roof-update (R 26)
DeMotte Library Mason Work-update (R 26)
Wheatfield Library Annual Report (R 26)

Information
Information
Information
Information

Director's Report (R25-R30)

Information

Items for Future Agendas

Public Forum

Adjournment

MINUTES

Jasper County Public Library Board of Trustees
7:00 PM

August 10, 2009
Rensselaer Library

Present: Joan Floyd, Susan Deardorff, Jody Melton, Natalie Waling, Timothy Schultz Jr., Deana George, H. L. Mohler, Patricia Stringfellow, Gail Jung. **Absent:** Mari Anne Sayler

Agenda & Consent Agenda Approval: A motion to add the Salary Ordinance Update to the Consent Agenda was made by J. Floyd, seconded by N. Waling. Motion passed. D. George moved, seconded by N. Waling, to approve the amended Consent Agenda and Agenda items, namely, the July Board Meeting minutes, monthly bills, and financial reports, updated Salary Ordinance, and Bulletin Board Policy as presented. Motion was unanimously approved.

DeMotte Roofing Project: The completion date for re-roofing was changed to November 15, 2009 with all parties in agreement. Contract has been signed. A pre-construction meeting was noted to be scheduled for Sep 9, 2009 (correct date is Thursday, Sep 10, 2009) at DeMotte Library. Work may begin the following Monday, Sep 14th, taking approximately 35-40 days or end of October to complete. A Performance Bond still needs to be submitted. The voluntary alternate for a 50 yr shingle would cost about fifty cents more per square foot or thirteen cents per square foot per year for the additional 20 yrs. The total additional cost for the 50 yr. shingle is \$9,300. The 50 yr shingle is a little thicker shingle, although not visibly noticeable. There often is a small insurance discount for a roof with better hail protection. J. Melton moved, seconded by J. Floyd, that we proceed with the 30 yr. shingle. All were in favor. H. Mohler will select a shingle similar in color to what we currently have. It will take about a week to ten days for the shingles to arrive.

H. Mohler requested on behalf of our attorney that Maris & Son get written permission if they need to use the school parking area. Maris & Son have a working relationship with the school and do not foresee any problem with this. They intend to use a truck to load and haul debris.

Performance bonds will be returned to the other bidders.

September 28th Delayed Opening: We are due to upgrade to another version of our TLC Software that impacts our circulation, cataloging, and OPAC modules, the weekend of Sep 26-27th. Staff will be faced with a vastly different interface the following Monday. In preparation for this upgrade, staff will receive some canned training prior to upgrade but will need additional live training time. Department Heads have requested a delayed opening on Monday, Sep. 28th and to re-open at 11:00 AM to allow staff a few hours for some extra 'live' training before working with patrons. J. Melton moved, seconded by D. George, to allow for a delayed opening on September 28, 2009. Motion passed. Notices for the delayed opening will be posted and announced as soon as possible.

Internet Consortium Membership: We are required to annually renew our intention to belong to the Public Library Internet Consortium. As members we receive e-rate discounts on our

Internet lines. On a motion by J. Melton the board passed the resolution to continue our membership in the Public Library Internet Consortium. D. George seconded the motion. Motion was unanimous.

DeMotte Library Masonry work: The concrete steps, brick pillars and benches have been deteriorating over the last several years. It is time to have this repair work done before more damage occurs and becomes more costly. We have received several quotes from businesses that do this type of restoration and also individual masons. Atlas Building Services of Warsaw, IN submitted the most comprehensive quote for just under \$20,000. They estimate it will take up to two weeks to do the work. T. Schultz provided several more names to contact for this type of work. N. Waling moved, seconded by T. Schultz, to seek more quotes for the DeMotte masonry work. Motion passed.

Re-carpeting Project @ Rens. Library: The furniture movers will be here to begin the project on Saturday evening, August 15th. Carpet installers will arrive Sunday, August 16 to begin re-install. It is expected to take three days to remove the old and install the new carpet. The workroom and office furniture will be moved into the public area during this time requiring the library to close on Monday and Tuesday, Aug 17th and 18th. In order to allow as much time as possible to notify the public of this closure, S. Deardorff gave verbal approval last week on behalf of the board to close on August 17 and 18.

Director's Report: P. Stringfellow is a member of the advisory board for the initiative Dare-To-Dream : The Spirit of Invitation for a 7-County Conversation. This group's goal is to enhance communication, cooperation, and collaboration throughout our county. J. Melton also sits on the advisory board.

Our 2010 Budget is set to be reviewed by the County Council on August 21, 2009 for a non-binding recommendation. Board members are welcome to attend at 2:15 PM in the courthouse. Contact Patty if you wish to attend so that she will know to look for you.

The Frankfort Community Public Library is hosting an excellent Lincoln exhibit during the month of August and is offering numerous Lincoln-related programs. JCPL is part of this endeavor in that we have loaned numerous Lincoln/Milroy artifacts for this project. Patty attended the opening of the exhibit on August 7. It is well worth visiting.

The seven county Books-to-Bridge a Region activities kick-off with programs and activities scheduled during October.

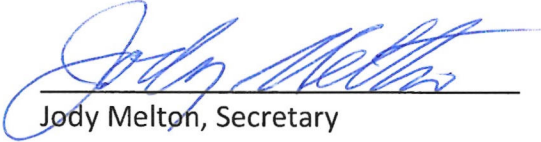
DeMotte Library has embarked on an artificial tree project in the story time room funded through private donations. This will enhance the appearance of that room and add to their programs.

NIPSCO is presently compiling data on the results of a test they put on our lines as a result of several power surges we had recently experienced. We did lose a second relay on the elevator

during the last power surge. We will put in an insurance claim with NIPSCO for our losses if it is found that these surges were caused by their equipment.

SEPTEMBER 14th Board Meeting: We will meet at the Wheatfield Library in September. Our hearing for the 2010 budgets will be held then too, eliminating the need for an additional date for a budget hearing.

Adjournment: With no further matters for discussion, N. Waling moved to adjourn at 8:05 PM. J. Melton seconded the motion.


Jody Melton, Secretary


Attest: Susan Deardorff, President

CIRCULATION BY HOLDINGS CODE

August 2009

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
Award Winner JBIO (DAJBIO)	0	0	0	0
Award Winner JE (DAJE)	0	0	0	0
Award Winner JFIC (DAJFIC)	1	0	0	1
Award Winner JNF (DAJNF)	0	0	0	0
Award Winner JPFIC (DAJBPF)	0	0	0	0
Award Winning fiction (DAWFIC)	44	6	0	50
Award Winning non-fiction (DAWNF)	7	2	0	9
Award Winner YAFIC (DAYAF)	0	0	0	0
Award Winner YAPFIC (DAYPBF)	0	0	0	0
Biography (DBIO)	65	4	2	71
Books on CD (DBKCD)	176	5	4	185
Books on Tape (DBKT)	18	0	0	18
Compact Disc (DCD)	613	22	12	647
Digital Audiobooks (DDA)	3	1	0	4
DVD (DDVD)	1631	15	8	1654
Equipment (DEQP)	269	0	0	269
See librarian (DERR)	0	0	0	0
Express Book (DEXP)	42	0	0	42
Fiction (DFIC)	949	46	14	1009
Fiction Fantasy (DFICF)	11	2	3	16
Fiction Mystery (DFICM)	131	5	5	141
Fiction New (DFICNEW)	564	14	15	593
Fiction Science Fiction (DFICSF)	17	0	2	19
Fiction Western (DFICW)	21	0	0	21
Genealogy (DGENE)	0	0	0	0
Genealogy Mag (DGMAG)	0	0	0	0
Graphic Novels (DGN)	72	0	0	72
Hanging Bags (DHANG)	17	1	0	18
ILL (DILL)	57	1	1	59
Internet (DINTER)	1668	0	0	1668
Juv. Audio book (DJAUDB)	26	3	0	29
Juv. Biography (DJBIO)	16	1	2	19
Juv. Book on CD (DJBKCD)	0	0	0	0
Juv. Book on Tape (DJBKT)	0	0	0	0
Juv. Compact Disc (DJCD)	48	0	0	48
Juvenile Easy (DJE)	703	20	28	751
Juv. Easy Non-fiction (DJENF)	42	0	1	43
Juv. Easy Reader (DJER)	344	8	22	374
Juv. Fiction (DJFIC)	421	13	22	456
Juv. Holiday books (DJHOL)	31	0	1	32
Juv. Magazine (DJMAG)	63	0	0	63
Juv. Music Cassette (DJMC)	0	0	0	0
Juv. Nonfiction (DJNF)	349	15	14	378
Juv. Nonfic Text Bk (DJNFTB)	1	0	0	1
Juv. Paperback fic (DJPBF)	0	0	0	0
Juv. Professional Coll. (DJPRO)	0	0	0	0
Juv. Reference (DJREF)	1	0	0	1
Juv. Toddler (DJTOD)	176	3	7	186
Large Print Fiction (DLPF)	154	6	3	163

Large Print Nonfic (DLPNF)	5	4	0	9
Magazine (DMAG)	930	0	9	939
Music Cassette (DMCAS)	0	0	0	0
Nonfiction 000 (DNF000)	36	0	1	37
Nonfiction 100 (DNF100)	29	5	0	34
Nonfiction 200 (DNF200)	41	2	1	44
Nonfiction 300 (DNF300)	93	12	5	110
Nonfiction 400 (DNF400)	2	0	0	2
Nonfiction 500 (DNF500)	26	1	1	28
Nonfiction 600 (DNF600)	239	12	4	255
Nonfiction 700 (DNF700)	101	10	2	113
Nonfiction 800 (DNF800)	15	5	0	20
Nonfiction 900 (DNF900)	61	0	4	65
Nonfiction DVD (DNFDVD)	44	0	1	45
Nonfiction (DNFIC)	0	0	0	0
Nonfiction New (DNFNEW)	120	9	10	139
Nonfiction VHS (DNFVHS)	22	0	0	22
Oversize (DOVER)	1	0	0	1
Professional Coll. (DPROF)	3	0	0	3
Parent Shelf Juv. Fic (DPSJFic)	0	0	0	0
Parent Shelf Juv. NF (DPSJNF)	3	3	0	6
Reference (DREF)	0	0	0	0
Ref. Magazine (DRMAG)	0	0	0	0
Reference Software (DRSW)	0	0	0	0
Spanish Collection (DSPA)	9	2	0	11
Software (DSWAR)	66	3	5	74
Vertical File (DVF)	2	0	0	2
VHS (DVHS)	281	2	0	283
YA Audio book (DYAUDB)	7	1	0	8
YA Biography (DYAB)	0	0	0	0
YA Books on CD (DYABKCD)	0	0	0	0
YA Books on Tape (DYABKT)	0	0	0	0
YA Fiction (DYAF)	262	14	6	282
YA Nonfiction (DYANF)	19	0	0	19
YA Paperback Fic (DYAPBF)	0	0	0	0
Storage (DZSTO)	11	0	1	12
Award Winner JBIO (RAJBIO)	0	0	0	0
Award Winner JE (RAJE)	0	0	0	0
Award Winner JFIC (RAJFIC)	0	0	0	0
Biography (RBIO)	5	60	1	66
Books on CD (RBKCD)	3	153	3	159
Books on Tape (RBKT)	0	22	0	22
Compact Disc (RCD)	22	454	15	491
Digital Audiobooks (RDA)	0	5	0	5
DVD (RDVD)	11	2757	12	2780
Equipment (REQP)	0	99	0	99
See librarian (RERR)	0	0	0	0
Express Book (REXP)	0	55	0	55
Fiction (RFIC)	28	1042	16	1086
Fiction New (RFICNEW)	18	492	8	518
Genealogy (RGENE)	0	0	0	0
Genealogy Mag (RGMAG)	0	0	0	0
Gen. Milroy Coll (RGMIL)	0	0	0	0
Graphic Novels (RGN)	0	117	1	118

Hanging Bag (RHANG)	2	11	0	13
ILL (RILL)	0	66	1	67
Internet (RINTER)	0	2354	0	2354
Juv. Audio book (RJAUDB)	0	13	0	13
Juv. Biography (RJBIO)	1	23	0	24
Juv. Book on CD (RJBKCD)	0	0	0	0
Juv. Book on Tape (RJBKT)	0	0	0	0
Juv. Compact Disc (RJCD)	1	42	0	43
Juvenile Easy (RJE)	8	823	4	835
Juv. Easy Non-fiction (RJENF)	0	115	0	115
Juv. Easy Reader (RJER)	2	235	0	237
Juv. Fiction (RJFIC)	15	464	1	480
Juv. Magazine (RJMAG)	0	26	0	26
Juv. Music Cassette (RJMC)	0	0	0	0
Juv. Nonfiction (RJNF)	15	457	4	476
Juv. Paperback fic (RJPBF)	0	0	0	0
Juv. Professional Coll. (RJPRO)	0	0	0	0
Juv. Reference (RJREF)	0	0	0	0
Juv. Toddler (RJTOD)	1	181	0	182
Large Print Fiction (RLPF)	15	217	2	234
Large Print Nonfic (RLPNF)	1	12	0	13
Magazine (RMAG)	2	499	1	502
Music Cassette (RMCAS)	0	0	0	0
Non-Fiction 000 (RNF000)	0	20	0	20
Non-Fiction 100 (RNF100)	6	48	0	54
Non-Fiction 200 (RNF200)	2	55	2	59
Non-Fiction 300 (RNF300)	4	98	3	105
Non-Fiction 400 (RNF400)	1	8	1	10
Non-Fiction 500 (RNF500)	2	36	1	39
Non-Fiction 600 (RNF600)	18	209	4	231
Non-Fiction 700 (RNF700)	3	97	1	101
Non-Fiction 800 (RNF800)	3	12	2	17
Non-Fiction 900 (RNF900)	1	62	1	64
Nonfiction DVD (RNFDVD)	4	129	1	134
Nonfiction (RNFIC)	0	0	0	0
Nonfiction new (RNFNEW)	11	191	3	205
Nonfiction VHS (RNFVHS)	0	35	1	36
Oversize (ROVER)	0	1	0	1
Professional Coll. (RPRO)	0	0	0	0
Reference (REF)	0	0	0	0
Reference Business (RREFB)	0	0	0	0
Ref. Magazine (RRMAG)	0	0	0	0
Ready Reference (RRR)	0	2	0	2
Reference Software (RRSW)	0	0	0	0
Spanish Collection (RSPA)	2	14	1	17
Software (RSWAR)	1	91	0	92
Vertical File (RVF)	0	1	0	1
VHS (RVHS)	0	182	0	182
YA Audio book (RYAUDB)	3	7	1	11
YA Biography (RYAB)	0	2	1	3
YA Books on CD (RYABKCD)	0	0	0	0
YA Books on Tape (RYABKT)	0	0	0	0
YA Fiction (RYAF)	23	194	12	229
YA Nonfiction (RYANF)	2	22	1	25
YA Paperback Fic (RYAPBF)	0	0	0	0

Storage (RZSTO)	0	0	0	0
Award Winner JE (WAJE)	0	0	0	0
Biography (WBIO)	10	6	15	31
Books on CD (WBKCD)	14	8	143	165
Books on Tape (WBKT)	2	0	12	14
Compact Disc (WCD)	17	11	320	348
Digital Audiobooks (WDA)	0	0	1	1
DVD (WDVD)	14	19	1840	1873
Equipment (WEQP)	0	0	64	64
See librarian (WERR)	0	0	0	0
Express Book (WEXP)	0	0	56	56
Fiction (WFIC)	48	39	453	540
Fiction Fantasy (WFICF)	0	0	2	2
Fiction Mystery (WFICM)	5	5	90	100
Fiction New (WFICNEW)	42	13	385	440
Fiction Science Fiction (WFICSF)	1	0	10	11
Fiction Western (WFICW)	0	3	5	8
Genealogy (WGENE)	0	0	0	0
Genealogy Mag (WGMAG)	0	0	0	0
Graphic Novels (WGN)	2	0	18	20
Hanging Bags (WHANG)	1	0	12	13
ILL (WILL)	0	1	45	46
Internet (WINTER)	0	0	1121	1121
Juv. Audio book (WJAUDB)	2	0	20	22
Juv. Biography (WJBIO)	0	0	14	14
Juv. Book on CD (WJBKCD)	0	0	0	0
Juv. Book on Tape (WJBKT)	0	0	0	0
Juv. Compact Disc (WJCD)	2	0	31	33
Juvenile Easy (WJE)	9	18	474	501
Juv. Easy Non-fiction (WJENF)	1	1	76	78
Juv. Easy Reader (WJER)	2	3	223	228
Juv. Fiction (WJFIC)	23	9	283	315
Juv. Magazine (WJMAG)	0	1	36	37
Juv. Music Cassette (WJMC)	0	0	0	0
Juv. Nonfiction (WJNF)	5	7	286	298
Juv. Paperback fic (WJPBF)	0	0	0	0
Juv. Professional Coll. (WJPRO)	0	0	0	0
Juv. Reference (WJREF)	0	0	1	1
Juv. Toddler (WJTOD)	0	1	148	149
Large Print Fiction (WLPF)	15	11	66	92
Large Print Nonfic (WLPNF)	1	1	5	7
Magazine (WMAG)	14	0	425	439
Non-Fiction 000 (WNF000)	0	0	4	4
Non-Fiction 100 (WNF100)	3	5	8	16
Non-Fiction 200 (WNF200)	9	2	11	22
Non-Fiction 300 (WNF300)	14	1	39	54
Non-Fiction 400 (WNF400)	2	0	1	3
Non-Fiction 500 (WNF500)	0	0	22	22
Non-Fiction 600 (WNF600)	8	9	134	151
Non-Fiction 700 (WNF700)	5	3	45	53
Non-Fiction 800 (WNF800)	0	1	6	7
Non-Fiction 900 (WNF900)	0	2	44	46
Nonfiction DVD (WNFDVD)	1	0	68	69
Nonfiction (WNFIC)	0	0	3	3

Nonfiction New (WNFNEW)	16	2	87	105
Nonfiction VHS (WNFVHS)	0	0	8	8
Professional Coll. (WPROF)	0	0	0	0
Parent Shelf Juv. Fic (WPJF)	0	0	0	0
Parent Shelf Juv. NF (WPSJNF)	0	0	0	0
Reference (WREF)	0	0	0	0
Ref. Magazine (WRMAG)	0	0	0	0
Reference Software (WRSWAR)	0	0	0	0
Spanish Collection (WSPA)	0	0	3	3
Software (WSWAR)	0	3	68	71
Vertical File (WVF)	0	0	3	3
VHS (WVHS)	0	0	211	211
YA Audio book (WYAUSB)	1	0	7	8
YA Biography (WYAB)	0	0	2	2
YA Books on CD (WYABKCD)	0	1	0	1
YA Books on Tape (WYABKT)	0	0	0	0
YA Fiction (WYAF)	17	7	154	178
YA Nonfiction (WYANF)	1	0	18	19
YA Paperback Fic (WYAPBF)	0	0	0	0
Storage (WZSTO)	0	0	0	0
TOTAL	11722	12781	7947	32450

CIRCULATION BY HOLDINGS CODE
August 2009

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
Award Winner JBIO (AJBIO)	0	0	0	0
Award Winner JE (AJE)	0	0	0	0
Award Winner JFIC (AJFIC)	1	0	0	1
Award Winner JNF (AJNF)	0	0	0	0
Award Winner JPFIC (AJPF)	0	0	0	0
Award Winning fiction (AWFIC)	44	6	0	50
Award Winning non-fiction (AWNFI)	7	2	0	9
Award Winner YAFIC (AYAF)	0	0	0	0
Award Winner YAPFIC (YAYPBF)	0	0	0	0
Biography (BIO)	80	70	18	168
Books on CD (BKCD)	193	166	150	509
Books on Tape (BKT)	20	22	12	54
Compact Disc (CD)	652	487	347	1486
Digital Audiobooks (DA)	3	6	1	10
DVD (DVD)	1656	2791	1860	6307
Equipment (EQP)	269	99	64	432
See librarian (ERR)	0	0	0	0
Express Book (EXP)	42	55	56	153
Fiction (FIC)	1025	1127	483	2635
Fiction Fantasy (FICF)	11	2	5	18
Fiction Mystery (FICM)	136	10	95	241
Fiction New (FICNEW)	624	519	408	1551
Fiction Science Fiction (FICSF)	18	0	12	30
Fiction Western (FICW)	21	3	5	29
Genealogy (GENE)	0	0	0	0
Genealogy Mag (GMAG)	0	0	0	0
Gen. Milroy Coll (GMIL)	0	0	0	0

Graphic Novels (GN)	74	117	19	210
Hanging Bags (HANG)	20	12	12	44
ILL (ILL)	57	68	47	172
Internet (INTR)	1668	2354	1121	5143
Juv. Audio book (JAUDB)	28	16	20	64
Juv. Biography (JBIO)	17	24	16	57
Juv. Book on CD (JBCD)	0	0	0	0
Juv. Book on Tape (JBKT)	0	0	0	0
Juv. Compact Disc (JCD)	51	42	31	124
Juvenile Easy (JE)	720	861	506	2087
Juv. Easy Non-Fiction (JENF)	43	116	77	236
Juv. Easy Reader (JER)	348	246	245	839
Juv. Fiction (JFIC)	459	486	306	1251
Juv. Holiday (JHOL)	31	0	1	32
Juv. Magazine (JMAG)	63	27	36	126
Juv. Music Cassette (JMC)	0	0	0	0
Juv. Nonfiction (JNF)	369	479	304	1152
Juv. Nonfic Text Bk (JNFT)	1	0	0	1
Juv. Paperback fic (JPBF)	0	0	0	0
Juv. Professional Coll. (JPRO)	0	0	0	0
Juv. Reference (JREF)	1	0	1	2
Juv. Toddler (JTOD)	177	185	155	517
Large Print Fiction (LPF)	184	234	71	489
Large Print Nonfic (LPNF)	7	17	5	29
Magazine (MAG)	946	499	435	1880
Music Cassette (MCAS)	0	0	0	0
Non-Fiction 000 (NF000)	36	20	5	61
Non-Fiction 100 (NF100)	38	58	8	104
Non-Fiction 200 (NF200)	52	59	14	125
Non-Fiction 300 (NF300)	111	111	47	269
Non-Fiction 400 (NF400)	5	8	2	15
Non-Fiction 500 (NF500)	28	37	24	89
Non-Fiction 600 (NF600)	265	230	142	637
Non-Fiction 700 (NF700)	109	110	48	267
Non-Fiction 800 (NF800)	18	18	8	44
Non-Fiction 900 (NF900)	62	64	49	175
Non-Fiction DVD (NFDVD)	49	129	70	248
Nonfiction (NFIC)	0	0	3	3
Nonfiction New (NFNEW)	147	202	100	449
Nonfiction VHS (NFVH)	22	35	9	66
Oversize (OVER)	1	1	0	2
Professional Coll. (PROF)	3	0	0	3
Parent Shelf Juv. Fic (PJF)	0	0	0	0
Parent Shelf Juv. NF (PSJNF)	3	3	0	6
Reference (REF)	66	76	47	189
Reference Business (REFB)	0	0	0	0
Ref. Magazine (RMAG)	0	0	0	0
Ready Reference (RRR)	0	2	0	2
Reference Software (RSWAR)	0	0	0	0
Spanish Collection (SPA)	11	16	4	31
Software (SWAR)	67	97	73	237
Vertical File (VF)	2	1	3	6
VHS	281	184	211	676
YA Audio book (YAUDB)	11	8	8	27
YA Biography (YAB)	0	2	3	5

YA Books on CD (YABKCD)	0	1	0	1
YA Books on Tape (YABKT)	0	0	0	0
YA Fiction (YAF)	302	215	172	689
YA Nonfiction (YANF)	22	22	19	63
YA Paperback Fic (YAPBF)	0	0	0	0
Storage (ZSTO)	11	0	1	12
				0
Free reads	311	557	114	982
Games/Puzzles	0	23	0	23
Talking books	0	0	0	0
Assignment Shelf Books	0	0	0	0
TOTAL	12099	13437	8108	33644

	DeMotte	Rensselaer	Wheatfield	
ADULT BOOKS				
Fiction	2383	2507	1250	6140
Nonfiction	1096	1167	571	2834
CHILDREN'S BOOKS				
Fiction	1749	1784	1212	4745
Nonfiction	472	624	399	1495
YA BOOKS				
Fiction	376	332	191	899
Nonfiction	22	24	22	68
Magazines, Adult	946	499	435	1880
Magazines, Children	63	27	36	126
Sound Recordings, adult	879	690	518	2087
Sound Recordings, ch	99	70	63	232
Online databases	0	0	0	0
Software	67	97	73	237
Vertical file	2	1	3	6
VHS/DVD	2008	3139	2150	7297
Equipment	269	99	64	432
Total	10431	11060	6987	28478
A-V Circulation	3053	3996	2804	9853
A-V Circulation as % of total	29.3%	36.1%	40.1%	34.6%

August 2009

DEMOTTE			RENSSELAER			WHEATFIELD			Total Circ.
Added Vols.	Withdrew Vols.	Circu- lation	Added Vols.	Withdrew Vols.	Circu- lation	Added Vols.	Withdrew Vols.	Circu- lation	

ADULT BOOKS

CHILDREN'S BKS

YA BOOKS

Magazines,Adult	946	499	435	1,880
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Magazines, Child	63	27	36	126
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Games, Toys	0
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Sound Rec/Adult	7	0	879	5	1	690	11	0	518	2,087
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Sound Rec/Child	1	0	99	1	0	70	0	0	63	232
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[illegible]

Software	0	2	67	0	0	97	0	2	73	237
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Vertical Files	0	0	2	0	0	1	0	0	3	6
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VHS/DVD	25	3	2,008	56	12	3,139	11	2	2,150	7,297
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Equipment	269	99	64	432
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TOTAL	404	41	10,431	495	271	11,060	297	103	6,987	28,478
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END OF MONTH:	DEMOTTE	RENSSELAER	WHEATFIELD
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Total Materials Owned	68,166	58,571	44,165
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Circulation Increase/Decrease	10.9%	6.6%	9.5%
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MONTHLY SYSTEM STATISTICS	2008	2009	% change
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Current month's Circulation	26,171	28,478	8.8%
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Jan. to date circulation	220,409	242,249	9.9%
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DEMOTTE COLLECTION		RENSSELAER COLLECTION		WHEATFIELD COLLECTION	
Start of Month	End of Month	Start of Month	End of Month	Start of Month	End of Month
Volumes	Volumes	Volumes	Volumes	Volumes	Volumes
XX					
					ADULT BOOKS
18,449	18,527	11,388	11,363	12,161	12,192 Fiction
17,924	17,968	19,181	19,175	9,752	9,796 Nonfiction
					CHILDREN'S BKS
13,220	13,302	10,748	10,866	8,992	9,050 Fiction
8,664	8,767	5,861	5,928	5,061	5,092 Nonfiction
					YA BOOKS
2,215	2,238	2,215	2,242	1,819	1,830 Fiction
476	481	678	672	164	165 Nonfiction
					0 Magazines,Adult
					0 Magazines, Child
0	0	20	20	0	0 Games, Toys
2,585	2,592	3,060	3,064	2,904	2,915 Sound Rec/Adult
590	591	433	434	557	557 Sound Rec/Child
25	25	16	16	1	1 Online Databases
347	345	355	355	168	166 Software
3	3				Vertical Files
3,186	3,208	4,250	4,294	2,335	2,344 VHS/DVD
119	119	142	142	57	57 Equipment
67,803	68,166	58,347	58,571	43,971	44,165 TOTAL
XX					

JASPER COUNTY PUBLIC LIBRARY MONTHLY REPORT
August 2009

R5

	DeMotte	Hrs.	Rensselaer	Hrs.	Wheatfield	Hrs.	TOTAL	HOURS SPENT
INTRALIBRARY LOANS FILLED	227	49	223	48	336	73	786	170
LOCAL HISTORY								
In person	9	3	9	3	2	1	20	6
Letters written	1	1	2	2	0	0	3	3
IN-HOUSE USE - HARDWARE/SOFTWARE								
Internet use	1668	70	2354	98	1121	47	5143	214
Computer software used	132	11	219	18	147	12	498	42
VCR Use	0	0	0	0	0	0	0	0
Microforms	0	0	33	4	0	0	33	4
CD ROM/Online databases	70	6	451	38	158	13	679	57
Typewriter use	0	0	0	0	0	0	0	0
Other equipment used	2	1	10	3	0	0	12	4
OTHER LIBRARY SERVICES USED								
Outreach activities	31	31	12	8	0	0	43	29
Notarized documents	8	2	5	1	4	1	17	4
Meeting Room Use (no. of group	30	10	34	11	11	4	75	25
Study room use	17	1	24	2	11	1	52	4
Proctoring	0	0	0	0	0	0	0	0
Tax Forms distributed	0	0	1	0	0	0	1	0
Pull Requests	0	0	0	0	0	0	0	0
IN-HOUSE USE ITEMS	43		487		140		670	
WIRELESS USE via patron owned pcs	244		183		23		450	
SELF-CHECKOUT USE	337		1115		714		2166	
INTERLIBRARY LOANS								
Requests made for:	71	18	78	20	33	8	182	46
Items rec'd for:	66	33	76	38	47	24	189	95
Items requested by other libraries	0		0		0		0	
Items supplied to other libraries	0	0	0	0	0	0	0	0

REGISTRATIONS

Total Borrowers	8055	8197	4485	20737
Non-resident, paying	1	4	0	5
PLAC card users	0	4	1	5
Reciprocal borrowers	401	388	89	878
Number of New Patrons Added	71	71	49	
Number of Patron Cards Expired	3	0	0	

PROGRAMS

DeMotte	Rensselaer	Wheatfield	TOTAL	HOURS SPENT
Hrs.	Hrs.	Hrs.		

Programs for all ages	1	6	2	12	0	0	3	18
Children's Programs (0-13)	4	24	9	54	1	6	14	84
Number attending	81		126		2		209	
YA Programs (14-17)	0	0	1	6	0	0	1	6
Number attending	38		26		0		64	
Adult Programs	2	12	4	24	2	12	8	48
Number attending	80		192		32		304	
Senior Citizen Programs	9	54	6	36	1	6	16	96
Number attending	88		160		12		260	
Total Number of Programs	16	96	22	132	4	24	42	252
Total Persons Attending	287		504		46		837	
Total Attending Same Month Last	398		281		179		858	
Total Staff Hours Spent		331		427		207	964	954
Total Number of In-House Program	7		15		4		26	
Total Attendance	70		173		46		289	
Total Number of Outreach Program	9		7		0		16	
Total Attendance	217		331		0		548	

CIRCULATION BY PATRON CODE

PATRONS	DeMotte		Rensselaer		Wheatfield		ALL LIBRARIES	
	Items Loaned	% of Total	Items Loaned	% of Total	Items Loaned	% of Total	Items Loaned	% of Total
Adult	7346	70.9%	7260	66.0%	4651	67.0%	19257	68.0%
Corporate	5	0.0%	76	0.7%	0	0.0%	81	0.3%
Juvenile 0-11	385	3.7%	492	4.5%	181	2.6%	1058	3.7%
Juvenile-AV	1216	11.7%	1528	13.9%	1001	14.4%	3745	13.2%
Nonresident No Fee	83	0.8%	115	1.0%	109	1.6%	307	1.1%
Nonresident Fee	0	0.0%	0	0.0%	0	0.0%	0	0.0%
PLAC (state library card)	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Reciprocal Adult	263	2.5%	232	2.1%	126	1.8%	621	2.2%
Reciprocal Juvenile	20	0.2%	9	0.1%	1	0.0%	30	0.1%
Reciprocal Juvenile AV	15	0.1%	20	0.2%	0	0.0%	35	0.1%
Reciprocal YA	27	0.3%	0	0.0%	2	0.0%	29	0.1%
Reciprocal YA AV	6	0.1%	5	0.0%	0	0.0%	11	0.0%
School	0	0.0%	2	0.0%	0	0.0%	2	0.0%
School AV	0	0.0%	1	0.0%	0	0.0%	1	0.0%
St. Joseph College	0	0.0%	14	0.1%	0	0.0%	14	0.0%
Staff	534	5.2%	831	7.5%	621	8.9%	1986	7.0%
Walking books	67	0.6%	42	0.4%	0	0.0%	109	0.4%
YA 12-17	89	0.9%	42	0.4%	35	0.5%	166	3.0%
YA-AV	309	3.0%	338	3.1%	213	3.1%	860	3.0%
Total	10365		11007		6940		28312	
All items borrowed by nonresidents	414	4.0%	398	3.6%	238	3.4%	1050	3.7%

**Salary Ordinance 2009
Updated 9/14/09**

Name	Classification	Present Hrly Wage	Start Date	Hrs Worked	Library
Catherine Hankins	Page	\$7.25	8/17/09	9	W
Kathy Fulton	Page	\$7.25	9/1/09	10	D
Aaron Griffin	Page	\$7.25	9/1/09	10	D

Catherine Hankins has been hired as a page, replacing Leah Shanks, who resigned to attend college.

Kathy Fulton has been hired as a page, replacing Melissa Lagastee, who resigned due to increased work load at school.

Aaron Griffin has been hired as a page, replacing Rebecca Eenigenburg, who resigned to attend college.

We have examined and approved the changes to the 2009 Jasper County Public Library Salary Ordinance. Dated 9/14/09

Mari Anne Layler

Natalie A. Waling

Jason Deardorff

Deann K. George

Timothy J. Shuff

LIBRARY BOARD PRIVILEGE POLICY

Although the Library encourages board members to return materials on time, no fines will be assessed for overdue materials. This privilege will also be extended to spouses of present board members and, upon request, to their children living at home and under the age of 25. This privilege will also be extended to past board members.

Board members and families *will* be responsible for payment for lost or damaged materials checked out to them. As with other library users, borrowing privileges will be suspended when materials are two months overdue, until overdue materials are returned.

Lost or damaged library cards will be replaced free of charge.

Board members may check out more than 2 items without presenting their library card.

~~Board members may be reimbursed for mileage accrued in trips to board meetings and other board activities (see Personnel Policy, 13.5, 14.2).~~

FAX messages may be sent and received for 15 cents per page.

Except in the case of overdue fines, these privileges are extended only to board members, not to members of their families.

8/94; last revised 5/04; revised 9/09

R12



August 25, 2009

Wheatfield Public Library
350 S Bierma St
Wheatfield, IN 46092

Attn: Patty Stringfellow, Director

VIA FACSIMILE: 219-866-7378

RE: ROOF ISSUES AT THE LIBRARY BUILDING

Dear Patty:

Gough, Inc. received a call from Gluth Roofing on August 18, 2009 regarding an issue with roof shingles at the library. At that time Bryan Niederl made arrangements with you and your staff to look at the issue. After reviewing his photos and comments I decided to do a service call yesterday.

Upon a more thorough inspection we found areas where the plywood had seperated from the top cord of the roof truss to which it was nailed. The nails were actually pulled out of the truss. These nails are ring shank nails that are designed to grab the wood and not release. We also monitored the temperature in the attic space. At 1:45pm in some areas the temperature in the attic exceeded 120 degrees fehrenhite with an outside temperature of 79 degrees fehrenhite.

It is Gough's opinion that the heat is building up in the attic causing air pressure to increase pushing outward on the roof system which results in the nails being pushed away from the framing.

The Troyer Group had Architect Sean Frederick inspect the site at the same time that Gough was repairing the roof. He observed the same conditions. We understand that he is going to make recommendations to address the problem of the excessive heat build-up in the attic.

Gough does not consider this a construction warranty issue. Our inspection indicates that the roofing system, including soffit vents, proper vents, ridge vents, shingles and plywood were installed in accordance with manufacture's recommendations and in accordance with the plans and specifications.

Wheatfield Public Library
Attn: Patty Stringfellow, Director
August 25, 2009
Page 2

Gough has made these initial repairs at no cost to the owner and would like to help implement any plan that The Troyer Group recommends to correct the problem of the excessive heat build-up in the attic space. This problem is related to hot weather.

It is the end of August and the chances of a hot extended period are minimal; however, Gough recommends in order to minimize any further damage that the owner correct the problem of excessive heat in the attic space as soon as possible.

If you have any questions, please feel free to call.

Sincerely,

GOUGH, INC.



Joseph Gent
President

cc: Sean R. Frederick
(srf@troyergroup.com)

JG/js



Planning • Design • Construction

550 Union St. Mishawaka, IN 46544
Phone: (574) 259-9976 Fax: (574) 259-9982

Project # 09188-00

Field Report

Project Name:	Wheatfield Library	Field Report #:	001
Date of Visit:	08-23-09	Time of Visit:	1:00 PM (local)
Date Issued:	09-01-09		
Issued To:	Patty Stringfellow – Director, Jasper County Library Randy Brooker – Field Manager, Gough, Inc.		
Issued By:	Sean Frederick – Architect, The Troyer Group		
Trades on Site:	Gough carpenters		
Copies To:	Bill Barnard, File		

Purpose of Visit:

Sean Frederick of The Troyer Group visited the site in response to a report that roof shingles were lifting up in many areas on the roof. The purpose of the visit was to walk the roof and attic area and visually observe the areas where the shingles have raised up. The following observations were noted during the site visit. Gary Boyd and Randy Brooker were on site from Gough, Inc. making roof repairs to the worst areas.

Observations from the visit:

Attic Observations

1. The soffit vents appear to be open and free as daylight was visually observed entering the attic at all areas where soffit vent is installed.
2. The ridge vent appears to be open and free as daylight was visually observed entering the attic at all ridge vent locations. It was also observed that the plywood at the ridge appears to be cut back according to manufacturer standards.
3. Evidence of moisture-related issues was discovered where the intumescent paint is peeling off the underside of the roof deck along the 2 hour firewall and where the drywall tape is peeling away from the drywall joints of the draftstopping walls. At the time of the visit, the attic "felt" dry and no water or condensation was observed. No mold or damaged plywood was noticed during the walk-through.
4. In one area where the plywood is lifting away from the top chord of the truss, it appears that the plywood is nailed with the appropriate nails and spacing according to manufacturer standards.
5. At the roof overbuild areas, there was no evidence of ventilation holes in the lower attic sheathing to allow air to migrate to the ridge vent of the overbuild area.
6. Because of the draft stopping creating isolated zones in the attic, there was a noticeable difference in temperature from one zone to the next.
7. In at least one location, there was evidence of the plywood buckling between the trusses and bending the plywood clip. The plywood was observed to be 5/8" 5-ply plywood.
8. It is the opinion of the architect and contractor that the attic is not properly ventilated and more ventilation is required.

Roof Observations

9. At the time Sean Frederick walked the roof, the roof repairs to the worst spots had been repaired and no areas were open for plywood inspection.
10. Sean Frederick asked how the plywood was installed and Gary Boyd mentioned that the plywood was nailed with 8d ring shank nails at 4 inches on center along the butt end of the plywood. Sean asked if an expansion joint was provided between each sheet of plywood. Gary told Sean that a joint of 1/8 inch was provided.
11. Visually, it appeared that the shingles were installed correctly and there is no reason to believe the shingles are causing any of the roof plywood to buckle.
12. In many areas it appears that the roof sheathing has buckled and the shingles are slightly raised causing a shadow line. It appears that these areas are roughly 4 feet apart at the horizontal joint of the plywood.
13. At the ridge vent, there was no hot air felt coming out of the vent. This is not typical as there should have been air flow.
14. In the area on the front of the building where the owner reported a raised shingle, there was a patch where new shingles had been installed. Gary mentioned that the butt joint of the plywood had raised up (peeled) away and that he had removed the shingles and screwed the plywood back down into the truss.

Additional Findings:

1. The original calculations for determining the required amounts of venting were re-analyzed and it was confirmed that there should be enough ventilation provided to meet code.
2. Based on cut sheets submitted during construction, the installed venting materials (soffit and ridge vents) meet the specifications as called for on the drawings.
3. The location and quantity of venting were reviewed with the ridge vent manufacturer and it is believed that due to the draftstopping and roof overbuild areas, there are concealed areas of the attic not being vented. Also, because there is not a balance of soffit vents which supply air to the attic and ridge vents which exhaust air from the attic, the air is not flowing properly. It is the belief of the ridge vent manufacturer that there is not enough supply air being supplied to the attic to feed the ridge vents. Power vents will not help the issue because it is not an exhaust problem but a supply problem.

Recommendations:

1. While it is agreed that certain areas of the attic will require additional ventilation, the section of attic over the mechanical room with the attic access is being ventilated in an almost perfect scenario. Since this section of attic is the ideal configuration for venting because the soffit and ridge ventilation is balanced, it is suggested that this section of attic be tested with a smoke test using tracer smoke similar to Tel-Tru Smoke Stick. The smoke test will help us determine if air is moving into the soffit vent and out of the ridge vent properly. Once we can verify if this section of attic is adequately vented and the vents are functioning properly, we will better know what steps to take to ventilate the rest of the attic.
2. Per Note 3 on sheet S1-200 of the Construction Documents, it is recommended that 2" holes be drilled (2 per truss opening) in the bottom of the plywood in the overbuild areas to allow air from the main attic to enter into the overbuild areas and out the ridge vent.
3. Once the ventilation holes are drilled in the overbuild areas, additional smoke tests shall be performed from inside the attic to help indicate any areas of low air movement. These are the areas where we will want to increase supply air ventilation.

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15-049 Tel Tru Smoke Sticks, 12/pkg
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Price: \$72.95 = Cost of 12

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SKU: 15-049

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Details **Questions**

Sorry, Smoke Sticks cannot ship by air.
UPS Ground delivery only to US and Canadian customers.

Tel-Tru Smoke Sticks from E Vernon Hill are one of the most convenient and widely used small volume tracer smoke sources. Smoke Sticks use titanium tetrachloride which combines with atmospheric moisture to form a dense, persistent white smoke. To use, simply hold the Smoke Stick vertically and crush the end of the cotton swab with pliers. This produces a continuous stream of smoke, about three to four times as much as from a cigarette, for about ten minutes.

Smoke Sticks can be taped to a pole to check air behavior around ceiling diffusers and other hard-to-get-at places.

- * Indefinite Shelf Life with Proper Storage
- * Easy-To-Use
- * Widely used by professionals for over fifty years

PRODUCT APPLICATIONS
Smoke Sticks are intended for use in air movement studies. Specific uses include estimating air speed through animal pens or crates and determining inlet air flow and general air flow patterns. The dense white smoke produced by Smoke Sticks make them ideal for this application.

When exposed to moisture in the air, titanium tetrachloride reacts to form smoke containing small quantities of hydrochloric acid, titanium oxychloride and titanium oxides. Be aware of any problems that small quantities of these chemicals may cause in your specific application.

USAGE GUIDELINES
Use only in a well-ventilated area. Avoid inhaling smoke.
This information is provided as a guideline for the use of Smoke Sticks.

[15-049 Smoke Sticks MSDS](#)

Accessories

Air Flow / Tracer Smoke

-  15-092 Tel Tru Smoke Gun Kit
-  15-120 Tel-Tru Smoke Puffer, 10/pkg

Anemometers Tracer Smoke Thermometers Thermal Imagers Humidity Meters Moisture Meters Light Meters Data Loggers
Gas Detectors Pressure Meters Sound Meters Tachometers Scales Water Quality
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11951 Rausch Road, Marysville, OH 43040 USA
Toll Free: 1-800-969-0114 Tel/Fax: +937.642.4691 Email: Sales@MeterMall.com

Attachments:

1. Product description for Tel-Tru Smoke Stick

We suggest this work be completed in the next couple of weeks as there is a limited time where we will have hot enough days to test the ventilation. Please call us if you have any questions or want to discuss any part of this report.

R18

From: Joe Gent [mailto:JGent@goughinc.com]
Sent: Wednesday, September 02, 2009 11:59 AM
To: Sean Frederick
Cc: Bryan Niedert
Subject: RE: Wheatfield Roof Issue

Sean

Gough has reviewed the attached Troyer Field report about the attic and roof inspection. We agree with the report except for recommendation #2 which refers to a note on Sheet S1-200 of the contract drawings. This note requires "vent holes" in the overbuild framing to allow for ventilation. The overbuilt area is totally open to the lower roof. The plywood sheeting for the lower roof ends after supporting the over build trusses. The remainder of the overbuilt area is not sheeted with plywood and is completely open to the attic space below.

I am forwarding this information to you in accordance with our discussions on 9/1/09, in which Randy described the actual construction and existing conditions in the attic. Based upon that discussion we agreed that recommendation #2 is not required if indeed the area is built as described above.

From: Sean Frederick [mailto:srf@troyergroup.com]
Sent: Tuesday, September 01, 2009 4:19 PM
To: Randy Brooker; Joe Gent
Subject: Wheatfield Roof Issue

Hello guys,

I tried to email Randy earlier today and it bounced back. I have since then faxed it to Randy's attention. I wanted to also email it to both of you. Randy, I believe I now have your correct email address.

Attached to this email is our field report from my visit last Monday. Once you have had a chance to review it, please give me a call so that we can discuss the next steps and schedule for moving forward.

A copy of this report was also emailed to Patty Stringfellow at Jasper County Library.

Sean R. Frederick
Project Architect

The Troyer Group
550 Union Street
Mishawaka, IN 46544
P (574) 259-9976
F (574) 259-9982

www.troyergroup.com

R20



Project # 09188-00

Planning • Design • Construction

550 Union St. Mishawaka, IN 46544
Phone: (574) 259-9976 Fax: (574) 259-9982

Telephone Conversation Record

Date of Call: 9-02-09 **Time of Call:** 9:00 AM
Ceteral Time **A.M. [X] P.M. []**

Call From: Sean Frederick **Call To:** Patty Stringfellow, JCPL
Representing: The Troyer Group Joe Gent, Gough Inc.

Phone #:

Reference: Wheatfield Library Roof

Copies To:

In Coming [] Out Going [x] Returned []

Reason For Call:

We had a conference call to discuss the Troyer Group Field Report dated September 1, 2009. The main topic of discussion was who will do the smoke test and how it will be done.

Summary of Call:

I want to revise item #2 of our recommendations of the filed report. Based on the email from Joe Gent, dated 9/02/09 (attached) the way the building is constructed allows air to enter into the roof overbuild areas and therefore no holes will need to be added.

Next, we talked about the smoke test. In our phone call, I mentioned that I wanted to clarify that The Troyer Group is recommending that the attic section over the back of the Library be tested to verify that the soffit and ridge vents are working correctly. It was suggested by Air Vent, the ridge vent manufacturer, that a smoke test is one way to test the attic.

When I initially contacted Air Vent to ask if there has ever been an issue with their product, I talked with Paul Scelsi. Paul told me that the only time he has seen a problem is one of two things. Either there is a lot of trees overhead and encompassing the roof which prevents wind from reaching the ridge vent, or there is not enough supply venting being provided. I asked if Air Vent does any kind of testing on field installations and he mentioned that they do not.

Joe Gent asked that I call the manufacturer again and ask if he has ever performed a smoke test and how it was done. I did call Paul after our call and he told me that although he has never done or observed a smoke test, Air Vent's engineers have done them before. He told me it was as simple as lighting a smoke candle and standing near the vicinity of the air intake vent while another person stands in the attic, a third person can stand away from the building to observe if smoke is exiting the ridge vent.

During our conference call we talked about who would do the test and how it how it might be done. Sean presented some options for who could do the test.

1. We could involve an independent testing company that test construction related issues. This could be pretty expensive.
2. Perhaps the library has some people who can do the test.
3. If the library is willing to help cover some of the cost, Gough Inc. could do the test.
4. If the library is willing to help cover some of the cost, Gough Inc. along with The Troyer Group and a Library representative could do the test.

Patty indicated that the board will need to determine if they wish to proceed with a smoke test, and will have the opportunity to consider that at their September 14 meeting. If option 4 is selected then it would be Sean Frederick from The Troyer Group, and Brian Neidert from Gough Inc. and perhaps Jim Lytle or Charlie Spurgeon to represent the library. All would be present and work together to perform and monitor the smoke test.

Patty mentioned that before the test could be performed it would need to have the approval of the board. The next board meeting is September 14 at 7:00 PM. We tentatively scheduled a date for the smoke test on Wednesday, September 16 permitting that the board approves the test, the smoke candles are readily available, and the weather is ideal for testing.

It was not discussed during our conference call, but it was recommended in the Field Report that other areas of the attic be tested as well to help determine where additional venting is required. The smoke test we would do would test all areas of the attic.

This record was emailed by Sean Frederick of The Troyer Group, Inc., on September 3, 2009, The contents should be carefully reviewed by the recipient. Any inaccuracies or misstatements should be reported to the person who prepared this record.

September 10, 2009

Dear JCPL Board Members,

On the last day of my vacation in July, I went shopping with Gail Jung. We had gone to Lafayette and I asked her to stop at the CVS since they had Palmolive on sale. Well, I never made it into the store to buy the soap. I DID get into the store; however, it was to fill out an incident report. You see, I tripped and used my right hand to stop myself from beating my head against the building. As a result, I broke one bone in my wrist and fractured another wrist bone in three places right at the joint.

I had surgery on August 4th to have a plate and pins inserted and you were gracious enough to send me some balloons to cheer me up. Two pictures of this "bouquet" are at the bottom of this note so you can see how fun they were. Gail took care of ordering the balloons for you and my JCPL co-workers. If you look closely, you will see just how evil Gail's sense of humor is. Yes, that is a bottle of Palmolive holding the balloons down to earth.

This "thank you" is about a month late; however, never doubt that I appreciate your thoughtfulness in sending me such a cheerful group of balloons! I love working at the DeMotte Library and love my co-workers. They have been very understanding as I try to cope with only one hand – they don't complain one bit when I ask them to tie my shoes! I'm just thrilled that I am left-handed and the injury is to my right wrist. I cannot fathom how I would function if I couldn't use my left hand.

Thanks again for being so thoughtful!

Sincerely,

Kim Delger



JCPL FINANCIAL STATEMENT

August 31, 2009

F 1

	<u>Beginning 2009 Balance</u>	<u>Current Month Disbursements</u>	<u>Y-T-D Disbursements</u>	<u>Current Month Receipts</u>	<u>Y-T-D Receipts</u>	<u>Ending Balance</u>
Operating Fund	\$586,496.58	\$177,039.15	\$1,242,024.84	\$563,126.15	\$1,130,637.11	\$475,108.85
Includes Investments of:						
Public Library Access Card Fund	\$60.00	\$0.00	\$90.00	\$0.00	\$30.00	\$0.00
Gift Fund	\$5,910.61	\$449.08	\$7,140.84	\$123.64	\$7,787.99	\$6,557.76
DeMotte	\$1,834.58	\$67.13	\$1,702.84	\$92.31	\$1,452.48	\$1,584.22
Rensselaer	\$2,369.46	\$47.08	\$4,270.45	(\$0.02)	\$4,481.21	\$2,580.22
Wheatfield	\$1,706.57	\$334.87	\$1,167.55	\$31.35	\$1,854.30	\$2,393.32
Library Improvement Reserve Fund	\$216,342.26	\$0.00	\$0.00	\$232.85	\$2,134.39	\$218,476.65
Includes Investments of:						
Bond & Interest Redemption Fund	\$109,471.48	\$0.00	\$318,310.00	\$168,647.36	\$222,252.41	\$13,413.89
Includes Investments of:	\$0.00					
Rainy Day Fund	\$168,751.12	\$726.10	\$7,338.70	\$0.00	\$98,549.78	\$259,962.20
Includes Investments of:	\$0.00					
State Technology Fund G	\$6,731.97	\$571.97	\$6,731.97	\$0.00	\$0.00	\$0.00
Capital Projects Fund	\$523,219.14	\$2,550.00	\$2,589.00	\$138,281.00	\$184,988.70	\$705,618.84
Includes Investments of:	\$0.00					
Host/Hospitality Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Levy Excess Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$84,309.00	\$84,309.00
Sales Tax	\$5.32	\$0.00	\$5.22	\$0.36	\$15.58	\$15.68
Construction Fund	\$186,153.76	\$0.00	\$3,766.12	\$130.09	\$1,342.88	\$183,730.52
Includes Investments of	\$0.00					
Petty Cash Funds	\$120.00	\$0.00	\$0.00	\$0.00	\$0.00	\$120.00
Cash Change Fund	\$90.00	\$0.00	\$0.00	\$0.00	\$0.00	\$90.00
Payroll Withholding Accts.						
FIT Tax Collected	\$0.00	\$5,823.51	\$45,391.46	\$5,823.51	\$45,391.46	\$0.00
FICA Tax Collected	\$0.00	\$6,623.41	\$50,344.92	\$6,623.41	\$50,344.92	\$0.00
State Tax Collected	\$2,770.46	\$3,017.87	\$23,608.64	\$3,129.88	\$23,968.06	\$3,129.88
County Tax Collected	\$1,982.26	\$2,197.90	\$17,098.09	\$2,292.97	\$17,408.85	\$2,293.02
Deferred Comp.	\$0.00	\$2,520.00	\$20,325.95	\$2,520.00	\$20,325.95	\$0.00
#125 Pre-tax Plan	\$0.00	\$2,308.66	\$17,844.53	\$2,308.66	\$17,844.51	(\$0.02)
Employee Life Insur.	\$0.00	\$214.46	\$1,175.06	\$175.13	\$1,175.06	\$0.00
Employee P.E.R.F.	\$6,532.65	\$0.00	\$19,826.64	\$2,329.43	\$17,858.29	\$4,564.30
Garnishments	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Credit Union	\$0.00	\$3,101.35	\$23,234.84	\$3,101.35	\$23,234.84	\$0.00
EIC	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL ALL FUNDS.....	\$1,814,637.61	\$207,143.46	\$1,806,846.82	\$898,845.79	\$1,949,599.78	\$1,957,390.57

Bank Balances
Jasper County Public Library
Report as of: 8/31/2009

<i>Bank</i>		
1	Alliance Bank	\$1,546,821.19
2	Demotte State Bank	\$8,152.21
3	Alliance Bank-LIRF Acct	\$218,476.65
5	Cash On Hand	\$210.00
6	Alliance Bank-Construction Ckg.	\$183,730.52
7		
8		
9		
10		
11		

Total all banks = \$1,957,390.57

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

Appropriation Report for 100 OPERATING FUND

Jasper County Public Library

Report Date: From 8/1/2009 To 8/31/2009

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent
<i>1. Personal Services</i>							
1.11 SALARY OF LIBRARIAN	\$54,835.00	\$0.00	\$54,835.00	\$4,634.94	\$36,164.27	\$18,670.73	66.0
1.12 SALARY OF ASSISTANTS	\$911,677.00	\$0.00	\$911,677.00	\$78,610.14	\$601,581.80	\$310,095.20	66.0
1.13 WAGES OF JANITORS	\$63,718.00	\$0.00	\$63,718.00	\$5,643.02	\$38,198.75	\$25,519.25	59.9
1.21 EMPLOYER'S SHARE-FICA	\$76,037.00	\$0.00	\$76,037.00	\$6,623.41	\$50,344.92	\$25,692.08	66.2
1.22 UNEMPLOYMENT COMPENSATION	\$4,867.00	\$0.00	\$4,867.00	\$0.00	\$3,659.74	\$1,207.26	75.2
1.23 EMPLOYER'S CONTRIB.- PERF	\$64,814.00	\$0.00	\$64,814.00	\$0.00	\$51,163.60	\$13,650.40	78.9
1.24 EMPLOYER'S CONTRIB.- INS.	\$84,247.00	\$0.00	\$84,247.00	\$6,457.16	\$49,161.59	\$35,085.41	58.4
Subtotal	\$1,260,195.00		\$1,260,195.00	\$101,968.67	\$830,274.67	\$429,920.33	65.9
<i>2. Supplies</i>							
2.11 OFFICIAL RECORDS	\$550.00	\$0.00	\$550.00	\$0.00	\$630.33	(\$80.33)	114.6
2.12 STATIONERY AND PRINTING	\$500.00	\$0.00	\$500.00	\$140.45	\$140.45	\$359.55	28.1
2.13 OTHER OFFICE SUPPLIES	\$10,500.00	\$0.00	\$10,500.00	\$755.50	\$7,013.38	\$3,486.62	66.8
2.21 CLEANING & SANITATION SUPPLIES	\$6,000.00	\$0.00	\$6,000.00	\$668.19	\$4,046.95	\$1,953.05	67.4
2.23 OTHER OPERATING SUPPLIES	\$4,800.00	\$0.00	\$4,800.00	\$561.38	\$3,062.74	\$1,737.26	63.8
2.31 BUILDING MATERIALS & SUPPLIES	\$1,000.00	\$0.00	\$1,000.00	\$8.44	\$582.15	\$417.85	58.2
2.32 PAINT AND PAINTING SUPPLIES	\$200.00	\$0.00	\$200.00	\$154.27	\$375.69	(\$175.69)	187.8
2.33 REPAIR PARTS	\$550.00	\$0.00	\$550.00	\$66.33	\$194.40	\$355.60	35.3
2.41 LIBRARY SUPPLIES	\$13,250.00	\$0.00	\$13,250.00	\$900.99	\$8,792.24	\$4,457.76	66.4
2.42 MARKETING SUPPLIES	\$200.00	\$0.00	\$200.00	\$0.00	\$10.59	\$189.41	5.3
Subtotal	\$37,550.00		\$37,550.00	\$3,255.55	\$24,848.92	\$12,701.08	66.2

<i>Account # Description</i>	<i>Annual Appropriation</i>	<i>Change to Appropriation</i>	<i>Current Appropriation</i>	<i>Disbursements This Month</i>	<i>Disbursements YTD</i>	<i>Balance</i>	<i>Percent</i>
<i>3. Other Services and Charges</i>							
3.13 LEGAL SERVICES	\$5,000.00	\$0.00	\$5,000.00	\$743.75	\$7,352.75	(\$2,352.75)	147.1
3.14 OTHER PROFESSIONAL SERVICES	\$5,670.00	\$25.00	\$5,695.00	\$0.00	\$3,284.00	\$2,411.00	57.7
3.21 TELEPHONE	\$3,600.00	\$0.00	\$3,600.00	\$723.38	\$4,010.68	(\$410.68)	111.4
3.22 POSTAGE	\$4,500.00	\$0.00	\$4,500.00	\$34.61	\$2,898.69	\$1,601.31	64.4
3.23 MILEAGE	\$20,355.00	\$0.00	\$20,355.00	\$1,788.99	\$13,649.28	\$6,705.72	67.1
3.24 PROFESSIONAL MEETINGS	\$7,944.00	\$0.00	\$7,944.00	\$894.86	\$5,024.04	\$2,919.96	63.2
3.25 FREIGHT	\$1,800.00	\$0.00	\$1,800.00	\$205.82	\$988.86	\$811.14	54.9
3.26 NETWORKING	\$31,200.00	\$0.00	\$31,200.00	\$488.03	\$488.03	\$30,711.97	1.6
3.31 ADVERTISING & PUBLIC NOTICES	\$1,100.00	\$0.00	\$1,100.00	\$115.20	\$503.26	\$596.74	45.8
3.33 MARKETING ADVERTISING	\$900.00	\$0.00	\$900.00	\$0.00	\$701.43	\$198.57	77.9
3.41 OFFICIAL BONDS	\$155.00	\$0.00	\$155.00	\$0.00	\$0.00	\$155.00	0.0
3.42 OTHER INSURANCE	\$23,667.00	\$0.00	\$23,667.00	\$0.00	\$12,969.00	\$10,698.00	54.8
3.51 GAS	\$50,000.00	\$0.00	\$50,000.00	\$169.44	\$19,689.46	\$30,310.54	39.4
3.52 ELECTRICITY	\$65,000.00	\$0.00	\$65,000.00	\$6,103.90	\$45,718.79	\$19,281.21	70.3
3.53 WATER	\$1,083.00	\$0.00	\$1,083.00	\$125.15	\$734.00	\$349.00	67.8
3.54 WASTE DISPOSAL SERVICES	\$4,550.00	\$0.00	\$4,550.00	\$338.40	\$3,164.57	\$1,385.43	69.6
3.61 BUILDING & STRUCTURES	\$51,090.00	\$0.00	\$51,090.00	\$1,432.86	\$33,009.77	\$18,080.23	64.6
3.62 EQUIPMENT REPAIRS	\$700.00	\$0.00	\$700.00	\$0.00	\$1,877.14	(\$1,177.14)	268.2
3.72 EQUIPMENT RENTALS	\$245.00	\$0.00	\$245.00	\$9.95	\$201.60	\$43.40	82.3
3.91 DUES	\$2,312.00	\$0.00	\$2,312.00	\$0.00	\$746.50	\$1,565.50	32.3
3.93 TAXES & ASSESSMENTS	\$325.00	\$0.00	\$325.00	\$0.00	\$0.00	\$325.00	0.0
3.94 TRANSFER TO LIRF	\$30,000.00	\$0.00	\$30,000.00	\$0.00	\$0.00	\$30,000.00	0.0
3.95 BOOK REIMBURSEMENT	\$100.00	\$391.47	\$491.47	\$91.91	\$457.39	\$34.08	93.1
3.96 PETTY CASH	\$120.00	\$0.00	\$120.00	\$0.00	\$0.00	\$120.00	0.0
3.98 MAINTENANCE/SERVICE CONTRACTS	\$77,054.00	\$0.00	\$77,054.00	\$32,615.60	\$77,994.96	(\$940.96)	101.2
Subtotal	\$388,470.00	\$416.47	\$388,886.47	\$45,881.85	\$235,464.20	\$153,422.27	60.5

<i>Account # Description</i>	<i>Annual Appropriation</i>	<i>Change to Appropriation</i>	<i>Current Appropriation</i>	<i>Disbursements This Month</i>	<i>Disbursements YTD</i>	<i>Balance</i>	<i>Percent</i>
<i>4. Capital Outlays</i>							
4.4 FURNITURE & EQUIPMENT	\$7,175.00	\$0.00	\$7,175.00	\$59.99	\$3,491.16	\$3,683.84	48.7
4.51 BOOKS	\$144,000.00	\$3,300.53	\$147,300.53	\$16,298.03	\$88,728.90	\$58,571.63	60.2
4.52 PERIODICALS & NEWSPAPERS	\$21,132.00	\$363.48	\$21,495.48	\$224.65	\$15,525.49	\$5,969.99	72.2
4.53 NONPRINTED MATERIALS	\$75,099.00	\$884.38	\$75,983.38	\$9,350.41	\$43,691.50	\$32,291.88	57.5
Subtotal	\$247,406.00	\$4,548.39	\$251,954.39	\$25,933.08	\$151,437.05	\$100,517.34	60.1
Grand Total	\$1,933,621.00	\$4,964.86	\$1,938,585.86	\$177,039.15	\$1,242,024.84	\$696,561.02	64.1

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

Changes to Appropriations

<i>Date</i>	<i>Fund</i>	<i>Account</i>	<i>Amount</i>	<i>Reason</i>
6/1/2009	100 OPERATING FUND	3.14 OTHER PROFESSIONAL SERVICES	\$25.00	Reimbursement for Cancelled Program-Fulkerson A/P #281
7/10/2009	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$38.95	Refund on audiobook return in Apr, D. Doty, 2/7/09
7/10/2009	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$25.00	Refund on Book return in Feb, L. Bausman 1/26/09
7/10/2009	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$7.00	Refund on DVD return in Feb, S. Thompson, 1/2/09
7/10/2009	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$15.99	Refund on Book return in Feb, T. Jones1/20/09
7/10/2009	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$17.99	Refund on Book return in Mar, T. Gazaway 2/23/09
7/10/2009	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$32.90	Refund on books return in Apr, D. Loslo, 2/20 & 3/12
7/10/2009	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$6.99	Refund on book return in May, A. Kozyra, 3/13/09
7/10/2009	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$16.00	Refund on book return in May, J. Dinga, 3/21/09
7/10/2009	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$15.00	Refund on book return in May, R. fase, 4/16/09
7/10/2009	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$10.95	Refund on book return in June, C. Villarreal, 5/16/09
7/10/2009	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$8.95	Refund on book return in June, H. Conrad, 5/20/09
7/10/2009	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$12.95	Refund on Book return inMar, D. Holmes 2/17/09
7/10/2009	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$54.99	Refund on playaway returned in Apr, L. VanderMolen, 1/21/09
7/10/2009	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$10.95	Refund on book return in Jul, J. Crawford, 3/6/09
7/10/2009	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$24.95	Refund on book return in May, R. Luke, 2/19/09
8/10/2009	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$5.99	Refund on found lost book, 6/23 - K. Barrett, A/P #709
8/10/2009	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$29.99	Refund on found lost book, 7/11- I. Evans, A/P#704
8/10/2009	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$25.95	Refund on found lost book, 5/30 - S. Greene, A/P#724
8/10/2009	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$29.98	Refund on found lost book,8/3 - M. Johns, A/P #712
1/2/2009	100 OPERATING FUND	4.51 BOOKS	\$3,300.53	Encumbered per Board Mtg Approval, 12/30/08
3/31/2009	100 OPERATING FUND	4.52 PERIODICALS & NEWSPAPERS	\$363.48	Refund/Reimbursement for Wall Street Journal A/P #217
1/2/2009	100 OPERATING FUND	4.53 NONPRINTED MATERIALS	\$884.38	Encumbered per Board Mtg Approval, 12/30/08
1/2/2009	130 LIRF FUND	3.61 BUILDING & STRUCTURES	\$64,586.00	Encumbered per Board Mtg Approval, 12/30/08
1/19/2009	130 LIRF FUND	3.61 BUILDING & STRUCTURES	(\$64,586.00)	Board Negated encumbrance-contract voided
1/2/2009	151 RAINY DAY FUND	3.61 BUILDING & STRUCTURES	\$122,992.00	Encumbered per Board Mtg Approval, 12/30/08
1/19/2009	151 RAINY DAY FUND	3.61 BUILDING & STRUCTURES	(\$122,992.00)	Board Negated encumbrance-contract voided

<i>Date</i>	<i>Fund</i>	<i>Account</i>	<i>Amount</i>	<i>Reason</i>
4/28/2009	151 RAINY DAY FUND	3.61 BUILDING & STRUCTURES	\$150,000.00	Additional Appropriation approved by DLGF

Net Changes by Fund

<i>Fund Number</i>	<i>Net Change</i>
100	\$4,964.86
130	\$0.00
151	\$150,000.00

Voucher List**Jasper County Public Library****Report Date: From 8/1/2009 To 8/31/2009**

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
28563	671	ACE HARDWARE	8/10/2009	Plumbing Supplies, Plumber's Putty, Ballcock, Air Freshner	\$124.54
28564	672	A.M. Best Company, Inc.	8/10/2009	Books-Best Insurance Rating Guide	\$313.90
28565	673	ANGELA BARTON	8/10/2009	Video Rental, Mileage: Books 2 Bridge, ALA, Grant Committee Mtg	\$129.58
28566	674	BAKER & TAYLOR	8/10/2009	Books, Audio Books, DVD's, Continuations	\$19,478.08
28567	675	BAKER & TAYLOR ENTERTAIN	8/10/2009	DVDs	\$247.74
28568	676	BLUETARP FINANCIAL, INC	8/10/2009	Plastic Cement, Roofing Nails, Paint, Masking Tape, Rollers, Brushes	\$132.14
28569	677	BRENDA THOMPSON	8/10/2009	Mileage: LLN, Mgt Mtg, Books 2 Bridges, Over Drive Demo	\$111.64
28570	678	CAMPBELL PRINTING COMPA	8/10/2009	Imprinted JCPL Envelopes	\$140.45
28571	679	CAPITAL ONE BANK (USA), NA	8/10/2009	Expenses for Books 2 Bridges Mtg, Small Cups for Crafts, Portable DVD player prize, Expenses for Teen Volunteer Party, ALA Seminar Expenses, LCD cleaner, Restroom stall lock/latch, Book, Elec.Tea Kettle	\$492.89
28572	680	CCP FILTER CORPORATION	8/10/2009	Kleen Pleet Filters	\$345.28
28573	681	CULLIGAN OF KOUTS	8/10/2009	Water Cooler Rental and Water-Wh. Lib.	\$58.50
28574	682	DAVIDSON TITLES INC.	8/10/2009	Childrens Book	\$24.48
28575	683	DEMCO	8/10/2009	Hangup Bags, Headphone, Book Tape	\$105.46
28576	684	DIANA KOOY	8/10/2009	Heavy duty copy paper, Mileage: Cooperate School Awards Luncheon, Librarians Council, Incolsa Wksp, Deposits, Mgmt Mtg	\$202.28
28577	685	DEX	8/10/2009	Phone Book Advertisement-August, September, October 2009	\$270.75
28578	686	DIANE OPOLSKI	8/10/2009	Mileage: Deposits, Basic Reference Wksp, Internet Wksp, Reference Interview	\$91.30
28579	687	DUCKWALL-ALCO STORES, IN	8/10/2009	Thank you notes	\$4.99
28580	688	DUMAS, WEIST & MAHNESMIT	8/10/2009	Services rendered 5/11/09-7/20/09. Roofing project	\$743.75
28581	689	EDUCATION NETWORKS OF A	8/10/2009	Internet Service-July 2009	\$1,110.00
28582	690	EMILY DURAN	8/10/2009	Mileage: Milroy	\$71.50
28583	691	EVELYN BRISTOL	8/10/2009	Books, CD, Stamp Kit, Mileage: Visit Preschools, Mgt Mtg, 8th Grade Visits, Con Agra Popcorn	\$163.64
28584	692	FASE'S WATER TREATMENT &	8/10/2009	16 Bags Redout for Softener @ DeM	\$192.00
28585	693	FLEX-PAC INC	8/10/2009	Foam Soap, Glass Cleaner	\$190.59
28586	694	GA FOODS GROUP	8/10/2009	Expenses for Tuesday Movie Night and Mgmt Mtg	\$47.08
28587	695	GAIL JUNG	8/10/2009	Pledge, Air Wick Freshener	\$15.75
28588	696	GALE	8/10/2009	Books & Continuations	\$1,329.06
28589	697	HERITAGE OFFICE PRODUCT	8/10/2009	Name Tag: Stephanie S.	\$10.50
28590	698	HIGHSMITH CO. INC.	8/10/2009	Bibliofile Label sets, Bookmarks, Cleaning Wipes, Screen Cleaner	\$257.22
28591	699	H.L. MOHLER & ASSOCIATES	8/10/2009	Prof Services - DeM. Roof Bid review & expenses	\$726.10
28592	700	INTELLIGENT CLEANING SYST	8/10/2009	Multi Fold Towels, Strobe, Kitchen Roll Towels, Toilet Tissue	\$445.14
28593	701	INDIANA CHAMBER	8/10/2009	Indiana Employers Guide to FMLA	\$67.20
28594	702	INDIANA LIBRARY FEDERATIO	8/10/2009	CYPD Conference: Phillips, Bristol, Reasoner, Cavinder	\$700.00
28595	703	FACTS ON FILE, INC	8/10/2009	Science Online, Health Reference Center, Career Guide Center	\$1,790.27
28596	704	IRENE EVANS	8/10/2009	Returned lost CD from a CD book	\$29.99
28597	705	JAMES R. LITTLE	8/10/2009	Tapcons & Bit-Fire Exit Door repair-Wh. Lib	\$8.44
28598	706	JASPER CO. VETERANS COU	8/10/2009	American & Indiana Flags	\$124.00
28599	707	JENNIFER L. DOUTHIT	8/10/2009	Mileage: Mgmt Mtg, LC Mtg	\$97.90
28600	708	KANKAKEE VALLEY PUBLISHI	8/10/2009	Legal Ad CPF Notice to taxpayers Rens Rep &KV Post (6/25/09)	\$115.20

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
28601	709	KAYLEE BARRETT	8/10/2009	Returned Lost Book	\$5.99
28602	710	LINDA POORTENGA	8/10/2009	Mileage: Librarian Council Mtg, Books 2 Bridges, Mtg for Technology, Ref. Librarian Wksp	\$163.90
28603	711	LINDA THOMPSON	8/10/2009	Mileage: Reference Counterparts	\$28.60
28604	712	MAURIE JOHNS	8/10/2009	Returned two lost books	\$29.98
28605	713	McDANIEL FIRE SYSTEMS, INC	8/10/2009	Service Agreement-Wh. Fire Alarm System, 8/15/09-8/14/10	\$1,800.00
28606	714	MIDWEST TAPE	8/10/2009	DVDs	\$158.90
28607	715	NANETTE SPEACHT	8/10/2009	Parking & Tolls - ALA Conference	\$26.30
28608	716	NORTHWESTERN INDIANA TE	8/10/2009	Local Phones-DeM. August	\$166.36
28609	717	OSBY WATER CONDITIONING	8/10/2009	Softener repairs-Wh. Lib.	\$183.00
28610	718	POPULAR SUBSCRIPTION SE	8/10/2009	Magazines	\$42.65
28611	719	PRECISION CONTROL SYSTE	8/10/2009	Ren: Replace Belts on Handler, Check Cottonwood Build up on A/C DeM: Reset Breaker, Check incoming Voltage	\$438.76
28612	720	QUILL CORPORATION	8/10/2009	Contact paper, Toner	\$820.68
28613	721	RELIABLE EXTERMINATORS, I	8/10/2009	Pest Control @ Wh. Lib.	\$150.00
28614	722	RECORDED BOOKS, LLC	8/10/2009	Audio Books	\$144.57
28615	723	ROEING CORPORATION	8/10/2009	Security with Firewall, 1 yr mtnc agreement	\$3,330.00
28616	724	SANDRA GREENE	8/10/2009	Reimbursement for lost book	\$25.95
28617	725	SUE TOBIAS	8/10/2009	Mileage: Deposits, Orientation of New Employee, ILL	\$21.40
28618	726	SUNRISE PACKAGING INC.	8/10/2009	10 CD album	\$215.36
28619	727	THE LIBRARY CORPORATION	8/10/2009	TLC Annual Maintenance-Hosting Service, Lib. Solutions Software, Its Marc & AV access, Enhanced Content, Lib Serials Support	\$29,646.50
28620	728	TODD W. LUKE	8/10/2009	Primer	\$30.99
28621	729	TRUGREEN CHEMLAWN	8/10/2009	Sprayed all arbors and shrubs for insects	\$95.00
28622	730	TRU-GREEN LIMITED PARTNE	8/10/2009	Crab Tree Insect Control	\$103.95
28623	731	TYSEN'S FAMILY FOOD CENTE	8/10/2009	Expenses for Summer Reading Party	\$8.36
28624	732	UNIQUE MANAGEMENT SERVI	8/10/2009	June Initial & Secondary Placements-Collections	\$339.10
28625	733	USA TODAY	8/10/2009	Annual Newspaper Subscription-Wheatfield Lib. Exp 9/11/2010	\$182.00
28626	734	VISION SERVICE PLAN- (IN)	8/10/2009	Vision Ins. Premium-August (17 participants)	\$162.86
28627	735	WAL-MART COMMUNITY BRC	8/10/2009	Glue, Utility Hook, Toilet Cleaner, Batteries, DVDs	\$1,273.93
28628	736	WORLD BOOK INC.	8/10/2009	World Book Ency. Online Reference	\$995.00
150187	737	LEE COMPANY, INC.	8/10/2009	Wh. Construction Project - Metal Shelving, double faced, 2 sections	\$2,470.00
28629	738	GAIL JUNG	8/10/2009	Rensselaer Petty Cash reimbursement-Postage	\$34.61
28630	739	MIDAMERICA BOOKS	8/10/2009	Books-children	\$339.30
28631	740	TOM KROOSWYK PLMBG, HT	8/10/2009	Delta Faucet & Install-DeM Men's Bathroom	\$177.15
28632	741	BRENT HOFFMAN	8/10/2009	Mowing, Rens-DeM-Wh, July 2009	\$285.00
28633	742	ALLIED WASTE SERVICES #71	8/10/2009	Trash Service @Wh. Lib, August 2009	\$52.40
28634	743	ANTHEM BLUE CROSS BLUE S	8/10/2009	Health Insurance Premium-August - 18 employees	\$8,478.82
28635	744	ANTHEM LIFE	8/10/2009	Life Ins Premium-August	\$91.94
28636	745	FIRST TRUST CREDIT UNION	8/10/2009	Direct Deposits w/held from 10 August09 Payroll-5 participants	\$1,735.83
28637	746	GREAT-WEST RETIREMENT S	8/10/2009	Annuity Contributions from 10 August 09 Payroll - 7 participants	\$1,260.00
0	747	INDIANA DEPARTMENT OF RE	8/10/2009	State & County Tax w/held July 2009, Verif #33, Ref #62500	\$5,215.77
0	748	IRS USA TAXPAYMENT	8/10/2009	FICA & Federal Taxes w/held 10 August 09 Payroll, ref #00564625	\$9,943.04
28638	749	JOSEPH ZELLON	8/10/2009	Courier Mileage, 7/16-7/31/09; Recycle Materials	\$400.40
28639	750	NIPSCO	8/10/2009	Wheatfield Utilities, 7/2/09-7/31/09	\$1,597.57
28640	751	TOWN OF DEMOTTE	8/10/2009	Sewer Service-DeM, July 2009	\$68.42
28641	752	TOWN OF WHEATFIELD SEW	8/10/2009	Sewer Service, August 2009 @ Wh. Lib.	\$56.65
0	753	PAYROLL	8/10/2009	PAYROLL	\$46,070.59

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
28642	754	EMBARQ	8/10/2009	Local Phones-Rens August	\$140.61
28643	755	AFLAC	8/25/2009	Supplemental Insurance Premium w/held from August Payrolls	\$246.66
28644	756	CITY OF RENSSELAER	8/25/2009	Rens. Lib Utilities, 7/9/09-8/10/09	\$2,745.20
28645	757	EMBARQ	8/25/2009	Local Phones-Wh-September	\$64.75
28646	758	EMBARQ COMMUNICATIONS I	8/25/2009	Long Distance Calls, Rens-DeM-Wh-Sep.	\$80.91
28647	759	FIRST TRUST CREDIT UNION	8/25/2009	Direct Deposits w/held from 25 August 09 Payroll-5 participants	\$1,365.52
28648	760	GREAT-WEST RETIREMENT S	8/25/2009	Annuity Contributions from 25 August 09 Payroll - 7 participants	\$1,260.00
0	761	IRS USA TAXPAYMENT	8/25/2009	FICA & Federal Taxes w/held 25 August 09 Payroll, ref #00615053	\$9,127.29
28649	762	NIPSCO	8/25/2009	DeMotte Utilities, 7/7/09-8/5/09	\$2,168.10
28650	763	JOSEPH ZELLON	8/25/2009	Courier Mileage, 8/1-8/15/09; Recycle Materials	\$330.00
150187	764	LEE COMPANY, INC.	8/25/2009	VOID A/P #737 & Check #150187. 8/31/09 Wh. Construction Project-Metal Shelving, double faced, 2 sections	(\$2,470.00)
0	765	PAYROLL	8/10/2009	PAYROLL	\$42,817.51
Total Amount of Claims					\$207,143.46

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Monday, August 31, 2009

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 3 pages, and except for vouchers not allowed as show on the Register such vouchers are allowed in the total amount of \$207,143.46

Date this 14th day of September, 2009.

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

JASPER COUNTY PUBLIC LIBRARY

Receipt Breakdown

F5

August 31, 2009

	<u>THIS MONTH</u>	<u>YEAR-TO-DATE</u>	<u>TOTAL RECEIPTS THIS MONTH</u>	<u>TOTAL RECEIPTS YEAR-TO-DATE</u>
S & FEES:			\$3,265.64	\$25,904.24
DeMotte	\$1,186.83	\$8,169.69		
Rensselaer	\$1,405.45	\$10,631.84		
Wheatfield	\$673.36	\$7,102.71		
PHOTOCOPIES:			\$718.05	\$5,944.68
DeMotte	\$280.50	\$2,018.40		
Rensselaer	\$277.45	\$2,575.63		
Wheatfield	\$160.10	\$1,350.65		
INTEREST:			\$523.78	\$7,455.66
Checking/Repurchase/Savings/CD's	\$523.78	\$7,455.66		
TAXES:			\$556,240.71	\$1,082,455.36
Property Tax	\$475,701.78	\$604,922.44		
License Excise Tax	\$30,109.12	\$63,683.27		
Financial Institution Tax	\$833.73	\$833.73		
CVET(Commercial Vehicle Excise)	\$0.00	\$5,815.49		
Local Option/Certified Shares	\$45,079.83	\$360,638.65		
Local Option/Property Tax Repl.	\$4,516.25	\$46,561.78		
TAXABLE SALES:-			\$4.99	\$83.14
REFUNDS:			\$2,372.98	\$8,794.03
Rebates/Refund	\$0.00	\$363.48		
Insurance Claims/Reimbursements	\$1,980.61	\$2,035.29		
Meeting Room Rental	\$100.00	\$600.00		
Reimbursement	\$0.00	\$128.19		
Grant Reimbursements	\$292.37	\$292.37		
Miscellaneous Receipts	\$0.00	\$5,374.70		
TOTAL OPERATING FUND RECEIPTS.....			\$563,126.15	\$1,130,637.11
PLAC FUND:-			\$0.00	\$30.00
GIFT FUNDS:			\$123.64	\$7,787.99
DeMotte	\$92.31	\$1,452.48		
Rensselaer	(\$0.02)	\$4,481.21		
Wheatfield	\$31.35	\$1,854.30		
LIB. IMPROV. RESERVE FUND: (Interest).....			\$232.85	\$2,134.39
BOND & INTEREST REDEMPTION FUND:			\$168,647.36	\$222,252.41
Property Tax	\$159,218.46	\$200,714.93		
License Excise Tax	\$9,174.89	\$19,336.41		
Financial Institution Tax	\$254.01	\$254.01		
CVET(Commercial Vehicle Excise)	\$0.00	\$1,947.06		
RAINY DAY FUND:			\$0.00	\$98,549.78
Special CAGIT Distribution	\$0.00	\$98,549.78		
Interest Earned	\$0.00	\$0.00		
STATE TECHNOLOGY FUND GRANT FUND:-			\$0.00	\$0.00
CAPITAL PROJECTS FUND:			\$138,281.00	\$184,988.70
Interest Earned	\$673.00	\$5,897.82		
Property Tax	\$129,914.46	\$162,377.11		
License Excise Tax	\$7,486.28	\$14,919.06		
Financial Institution Tax	\$207.26	\$207.26		
CVET(Commercial Vehicle Excise)	\$0.00	\$1,587.45		
ST/HOSPITALITY FUND:-			\$0.00	\$0.00
LEVY EXCESS FUND:-			\$0.00	\$84,309.00
SALES TAX:-			\$0.36	\$15.58
CONSTRUCTION FUND: (Interest Earned)-			\$130.09	\$1,342.88
CASH CHANGE FUND			\$0.00	\$0.00
SUB-TOTAL (page 1).....			\$870,541.45	\$1,732,047.84

WITHHOLDING ACCOUNT FUNDS:

			\$28,304.34	\$217,551.94
FIT Tax Collected	\$5,823.51	\$45,391.46		
FICA Collected	\$6,623.41	\$50,344.92		
State Tax Collected	\$3,129.88	\$23,968.06		
County Tax Collected	\$2,292.97	\$17,408.85		
Deferred Comp Plan	\$2,520.00	\$20,325.95		
Pre-tax Insurance Plans	\$2,308.66	\$17,844.51		
Life Insurance	\$175.13	\$1,175.06		
PERF	\$2,329.43	\$17,858.29		
Garnishments	\$0.00	\$0.00		
Credit Union	\$3,101.35	\$23,234.84		
EIC	\$0.00	\$0.00		
Repayment	\$0.00	\$0.00		
TOTAL RECEIPTS - ALL FUNDS.....			\$898,845.79	\$1,949,599.78

Voucher List**Jasper County Public Library****Report Date: From 9/1/2009 To 9/21/2009**

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
28651	766	ALLIED WASTE SERVICES #71	9/10/2009	Trash Service @Wh. Lib, September 2009	\$52.35
28652	767	ANTHEM BLUE CROSS BLUE S	9/10/2009	Health Insurance Premium-September - 19 employees	\$8,912.93
28653	768	ANTHEM LIFE	9/10/2009	Life Ins Premium-September	\$95.39
28654	769	FIRST TRUST CREDIT UNION	9/10/2009	Direct Deposits w/held from 10 September 09 Payroll-6 participants	\$1,864.81
28655	770	GREAT-WEST RETIREMENT S	9/10/2009	Annuity Contributions from 10 September 09 Payroll - 7 participants	\$1,260.00
0	771	INDIANA DEPARTMENT OF RE	9/20/2009	State & County Tax w/held July 2009, Verif #32, Ref #39303	\$5,422.85
0	772	IRS USA TAXPAYMENT	9/11/2009	FICA & Federal Taxes w/held 10 September 09 Payroll, ref #00422483	\$9,613.10
28656	773	JOSEPH ZELLON	9/10/2009	Courier Mileage, 8/16/09-8/31/09	\$363.00
28657	774	NORTHWESTERN INDIANA TE	9/10/2009	Local Phones-DeM. September	\$166.72
28658	775	TOWN OF DEMOTTE	9/10/2009	Sewer Service-DeM, August 2009	\$68.42
28659	776	TOWN OF WHEATFIELD SEW	9/10/2009	Sewer Service, September 2009 @ Wh. Lib.	\$56.65
0	777	PAYROLL	9/10/2009	PAYROLL	\$44,859.22
28660	778	ANGELA BARTON	9/14/2009	AV Shopping Trip Mileage, Expenses & Materials; Mileage: Books2 Bridge, Ref Workshop, Distribute bk bags.	\$206.62
28661	779	BAKER & DANIELS, LLP	9/14/2009	Unemployment Comp Legal Advice	\$342.00
28662	780	BOOKPAGE	9/14/2009	Annual Subscription-100 copies	\$432.00
28663	781	BAKER & TAYLOR	9/14/2009	Books, AV, Gift Bks, Continuations	\$6,300.70
28664	782	BAKER & TAYLOR ENTERTAIN	9/14/2009	DVDs	\$30.69
28665	783	BARBARA LEA	9/14/2009	Refund on ret'd CD less processing fees	\$14.99
28666	784	BARNES & NOBLE	9/14/2009	Books	\$199.82
28667	785	BLUETARP FINANCIAL, INC	9/14/2009	Paint rollers, masking tape, paint, trays; file cab. keys,hardware.	\$77.84
28668	786	BORDERS	9/14/2009	DVDs	\$186.37
28669	787	BRENT HOFFMAN	9/14/2009	Lawn Mowing-August 2009, Rens, DeM, Whtfld	\$210.00
28670	788	CAPITAL ONE BANK (USA), NA	9/14/2009	Notary seal, Meeting expenses, CYPD Hotel & Meals, Domain Name renewal, DVDs, cleaning wipes, gift certificates/cards, gift books, magazine subsc.; appropriation correction (A/P #679)	\$1,838.99
28671	789	CARDINAL OFFICE PRODUCT	9/14/2009	Qty Maintenance DeM Copier Lanier 425c (4/21-7/21/09)	\$250.20
28672	790	CENTRAL STATES SALES CO	9/14/2009	Ceiling Spotlight Bulbs	\$37.50
28673	791	CULLIGAN OF KOUTS	9/14/2009	Bottled Water & Sep Rental-Wh. Lib.	\$34.70
28674	792	DEMCO	9/14/2009	Genre Labels, Liq. Adhesive, Book Tape, Picture Frames	\$66.92
28675	793	DIANA KOOY	9/14/2009	Sandhill Crane Festival Booth, IDEM Workshop Expense	\$46.86
28676	794	DUCKWALL-ALCO STORES, IN	9/14/2009	NLW Sign-up incentives-DeM	\$10.00
28677	795	EMBARQ	9/14/2009	Rensselaer Local Phone, Sep 2009	\$140.61
28678	796	EMILY DURAN	9/14/2009	Mileage: AV Trip, Lincoln Exhibit	\$125.95
28679	797	EDUCATION NETWORKS OF A	9/14/2009	Internet T-1 Lines, August 2009	\$1,110.00
28680	798	FASE'S WATER TREATMENT &	9/14/2009	Redout-5 bags for softener @ DeM	\$60.00
28681	799	FLEX-PAC INC	9/14/2009	Trash bags, Glene Window Clnr, Foam Soap	\$362.87
28682	800	GAIL JUNG	9/14/2009	DeMotte Petty Cash reimbursements (postage, dowel rods, keys)	\$27.40
28683	801	GAIL JUNG	9/14/2009	Camlock/Key for Rens Display Cabinet; Mileage: Bank Deposit, Post Office, Auditor's, Paint, Misc.Supplies	\$18.93
28684	802	GALE	9/14/2009	Books; Continuations- Ency of Associations	\$957.24
28685	803	GAYLORD BROS.	9/14/2009	Spine Label sets	\$178.08
28686	804	INDIANA INSURANCE COMPA	9/14/2009	Semi-Annual Building Insurance, Workman Comp Policy Premium	\$13,686.00
28687	805	H.L. MOHLER & ASSOCIATES	9/14/2009	Prof Services-DeM Re-roof project, & expenses	\$602.00

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<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
28719	806	INDIANA LIBRARY FEDERATIO	9/14/2009	Legislative/Insurance Workshop-Stringfellow, Jung.	\$106.00
28689	807	INSPIRATIONAL DISTRIBUTOR	9/14/2009	Christian Books	\$59.87
28690	808	KANKAKEE VALLEY PUBLISHI	9/14/2009	Budget Legal Ad-KV Post & Rens Rep.	\$247.18
28691	809	KAREN L. ELLERTHORPE	9/14/2009	Ret'd Lost book less processing fees	\$35.00
28692	810	KOLORTECH, INC.	9/14/2009	Fluorescent 3' Tubes	\$119.40
28693	811	KONE, INC.	9/14/2009	Elevator Repair - Bad Relay due to power outage	\$2,980.61
28694	812	LINDA POORTENGA	9/14/2009	Mileage: Mgmt, B2Bridge Meeting & Delivery of B2B books	\$128.70
28695	813	LINDA THOMPSON	9/14/2009	Books, Mileage: Bank Deposits	\$56.59
28696	814	M. LEE SMITH PUBLISHERS LL	9/14/2009	Indiana Employment Law Letter subscription, 2009-10	\$367.00
28697	815	McDANIEL FIRE SYSTEMS, LLC	9/14/2009	Battery for Fire Panel-DeM Lib	\$382.00
28698	816	MELISSA J. WIDNER	9/14/2009	Mileage: Lincoln Exhibit	\$70.40
28699	817	MIDWEST TAPE	9/14/2009	DVDs	\$107.93
28700	818	NIPSCO	9/14/2009	Whitfld Utilities, 7/31-8/31/09	\$1,715.62
28701	819	NORWEJ	9/14/2009	Meter Fee final installment	\$390.00
28702	820	OFFICE DEPOT	9/14/2009	Security Envelopes, HP Laser Cartridges, Correction Fluid, Poly-string Envelopes	\$776.49
28703	821	OSBY WATER CONDITIONING	9/14/2009	Peroxide for Softener @ Whitfld	\$76.00
28704	822	PATTY STRINGFELLOW	9/14/2009	Mileage: Br. Visits, Whitfld Roof Inspection-Gough, Long-range Planning	\$117.70
28705	823	PEGGY WOODS	9/14/2009	Mileage: Post Office & AV Trip	\$46.15
28706	824	POSTMASTER	9/14/2009	Postage Stamps: 100 each of \$.98, \$.28, \$.78, \$.79, and \$.64.	\$347.00
28707	825	PRECISION CONTROL SYSTE	9/14/2009	3rd Qtr HVAC Maintenance @ DeM & Rens.	\$1,705.00
28708	826	RECORDED BOOKS, LLC	9/14/2009	Audio Non-Print & PlayAway Replacement	\$51.07
28709	827	REGENT BOOK CO., INC.	9/14/2009	BH&G Kitchen & Bath Ideas (Sep/Oct) - Continuations	\$13.28
28710	828	SCHOLASTIC LIBRARY PUBLIS	9/14/2009	America the Beautiful Series: States	\$481.00
28711	829	SUE TOBIAS	9/14/2009	Mileage: Bank Deposits, Post Office, Employee Orientation	\$23.05
28712	830	TAPED EDITIONS	9/14/2009	PlayAways	\$280.45
28713	831	UNIQUE MANAGEMENT SERVI	9/14/2009	Collections, Initial & Secondary - July & Aug 2009	\$482.55
28714	832	UPSTART	9/14/2009	BookMarks, Pirate Coins-Ch. Reading Prog.	\$31.12
28715	833	VALERIE M. LEE	9/14/2009	Ret'd lost CD less processing fees	\$10.00
28716	834	VISION SERVICE PLAN- (IN)	9/14/2009	Vision Premium, Sep 2009 (19 employees)	\$171.62
28717	835	WAL-MART COMMUNITY BRC	9/14/2009	Paint, brushes, masking tape, pencils, CD-RW, batteries, SDD Day candy, DVDs, Ch/Teen/Summer Rdg program supplies	\$621.40
28718	836	YVONNE DEL VECCHIO	9/14/2009	Mileage: Walking Books- DeM, Community Connection deliveries	\$44.94

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
					Total Amount of Claims \$112,335.84

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Monday, September 14, 2009

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 3 pages, and except for vouchers not allowed as show on the Register such vouchers are allowed in the total amount of \$112,335.84

Date this 14th day of September, 20 09.

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

OCT.

Agenda
Jasper County Public Library
Board of Trustees Meeting
Monday, October 12, 2009, 7pm
Rensselaer Public Library

Opening of Meeting

Moment of Silence

Approval of Consent Agenda & Consent Agenda Items

Action

Minutes of September Board Meeting
Bills/Financial Reports
Salary Ordinance Update (R 7)
Policy Review (R 10 & R 12)

General Business

Budget 2010 (R 20)	Action
Advanced Tax Draw Resolution (R 20)	Action
Town of DeMotte-Safe Routes to School (R 20-R 21)	Information
Wheatfield Landscaping (R 21)	Discussion
2010 Slate of Officers (R 21)	Information

Director's Report (R 20–R 24)

Information

Items for Future Agendas

Public Forum

Adjournment

MINUTES

Jasper County Public Library Board of Trustees
7:00 PM

September 14, 2009
Wheatfield Library

Present: Mari Anne Sayler, Susan Deardorff, Natalie Waling, Timothy Schultz Jr., Deana George, H. L. Mohler, Sean Frederick, Diana Kooy, Rachael Cavinder, Patricia Stringfellow, Gail Jung.

Absent: Joan Floyd & Jody Melton

Agenda & Consent Agenda Approval: M. Sayler moved, seconded by N. Waling, to approve the Consent Agenda and Agenda items, namely, the August Board Meeting minutes, monthly bills, and financial reports, updated Salary Ordinance, and the revised Library Board Privilege Policy as presented. Motion was unanimously approved.

2010 Budget Hearing: No one was in attendance to express concern about the budget.

Wheatfield Library Roof: In August it was noted that roof sheathing was heaving up on the roof of the Wheatfield Library. The general contractor, Gough, and the architect, Troyer, for this project were consulted and evaluations were made by each. To make the roof watertight both Gough and Troyer agreed that the plywood should be 'sucked back down' (take up shingles where it is possible and screw the plywood back down). This occurred on August 24. Board received reports from both Gough and Troyer in their board packet as to the findings of each entity. Sean Frederick, a Troyer architect, was present at the September meeting to further explain the Troyer reports and answer questions. Sean stated that there are two issues: a ventilation issue (air is not moving) and the plywood (what is causing buckling?) Sean further stated that the roof seems secure and solid; with no mold or rotting noted and no water problems expected. Troyer recommends that smoke tests be done in the attic to help us determine if air is moving into the soffit vent and out of the ridge vent properly and to indicate areas of low air movement. Four options for who could do the test were provided in the Board packet and discussed at the meeting. T. Schultz moved, seconded by M. Sayler, to allow Troyer, Gough, and a library representative to perform the smoke test. Sean will submit another field report after the test. We will ask Jim Little, Wheatfield Library maintenance man, to be the library representative for this test.

DeMotte Roofing Project: Pre-construction meeting was held on September 10 at the DeMotte Library. Garry Maris, Harry Mohler, and P. Stringfellow were in attendance. A four man crew will roof the library. Foreman will be John Ciapponi. Harry will check on progress weekly. Garry will stop in from time to time and be available for any problems that crop up. Selected shingle color was Colonial Slate. A written agreement between KV Schools and the roofer will be coming. Work is scheduled to begin on September 28. P. Stringfellow asked about the date stamp on the drawings that will be used. H. Mohler answered that he had sent an email in regards to that matter just prior to the board meeting.

DeMotte Library Mason Work: The concrete steps, brick pillars and benches have been deteriorating over the last several years. It is time to have this repair work done before more damage occurs and becomes more costly. Last month we reported that we had received several quotes from businesses that do this type of restoration and also individual masons. The Board decided to seek more quotes for consideration. Quotes that had been received in the business office prior to the meeting were presented to the Board. After discussion T. Schultz moved, seconded by M. Sayler to accept the quote from Andre Builders for the sum of \$22,870. The Board felt Andree's approach to remove the stairs was a better option than restoring the stairs.

Wheatfield Library Annual Report: Diana Kooy, Wheatfield Library Manager, and Rachael Cavinder, Children's Specialist gave their annual reports to the Board. They provided an excellent summary of the year's highlights.

For Youth Services Rachael reported: she was a Junior Achievement teacher for the 4th time and enjoys this connection between the library and the classroom; themed story time sessions and regular story time sessions were a big hit this year with classes at capacity; after school programs were offered for grades K-5 with holiday themed programs; special after school programs on a special topic like Pet Ownership were planned as well; book discussions and book talks are offered for various ages; toddler times for a child and their caregiver are offered in addition to lap-sit programs for one-year-old children; Rachael visited Wheatfield Elementary's Kindergarten Registration events held during National Library Week to promote library services; Summer Reading events were promoted via class visits at the elementary and middle schools in the month of May; Summer Reading included a variety of programs, prizes, and a Scholastic Book Fair sponsored by the Friends of the Library; a program on School Bus Safety was coordinated by Children's Assistant Carolynn Devries; Rachael attended ILF sponsored Children and Young People Division Conference in August, learning about new ideas in libraries and collaborating with other librarians; September is busy already with Library Card Sign Up Month activities; the library will have a booth at the Sandhill Crane Festival.

Diana reported that numerous projects have been wrapped up in the past year: doors have been labeled and the circle near the wetlands now has all of its plantings in place; lots of iris bulbs were planted last fall which provided color in the spring. Lana Zimmer gave an informative program on the wetlands a year ago that attracted a large crowd. Circulation continues to rise and that is apparent as the circulation desk is busier. Patrons are taking a copy of a monthly newsletter authored by the National Institute of Health that Diana makes available in the library. Computer classes continue to be offered. Monthly movie programs have been successful, and book discussions continue to go well. The Books to Bridge a Region program will occur in October. Staff have attended various training sessions, striving to earn state required LEUs, which can strain library staffing when staff have to be gone to attend these events. Health screenings are being offered. Monthly art wall displays are coordinated by Doris Myers. A different artist is featured each month. DVD shelving has been added which leads to easier browsing for patrons. For several months a cooperative schools student volunteered in the library through a school sponsored program that provides good work experience for

students enrolled in the program. The Staff Development Day held last Friday was excellent, and based on the comments Diana has heard, she feels that staff appreciated the day.

S. Deardorff read a thank you note from library employee, Kim Delger.

Director's Report:

Staff has requested that pictures of Board members be provided so that staff can become better acquainted with our Board members. P. Stringfellow will bring a camera to next month's meeting so that pictures can be taken to meet this staff need.

Staff Development Day was held last Friday and staff have provided very positive feedback in regards to this all day training session.

Power surges at the DeMotte Library seem to have subsided. We did submit an insurance claim for our blown elevator relay and received money that covered most of the claim. There was a \$1000 deductible.

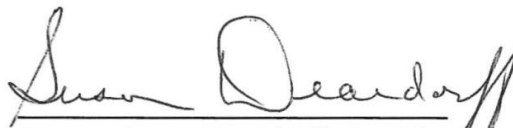
We took our 2010 Budget before the County Council for our non-binding review on August 21. The council did not recommend any changes.

Our Capital Projects Plan for 2010-2012 has been approved.

Our Grants Committee has written a wonderful Ezra Jack Keats grant, seeking \$500 for a series of educational programs created to demonstrate a variety of cultures and lifestyles that would appeal to the middle-school youth. Programs would occur in 2010 if we are awarded the grant. No operating monies are required for this grant.

Adjournment: With no further matters for discussion, M. Sayler moved to adjourn at 8:33 PM. N. Waling seconded the motion.


Natalie Waling, Secretary pro tem


Attest: Susan Deardorff, President

CIRCULATION BY HOLDINGS CODE
September 2009

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
Award Winner JBIO (DAJBIO)	0	0	0	0
Award Winner JE (DAJE)	0	0	0	0
Award Winner JFIC (DAJFIC)	0	0	0	0
Award Winner JNF (DAJNF)	0	0	0	0
Award Winner JPFIC (DAJBPF)	0	0	0	0
Award Winning fiction (DAWFIC)	36	5	2	43
Award Winning non-fiction (DAWN)	5	0	0	5
Award Winner YAFIC (DAYAF)	0	0	0	0
Award Winner YAPFIC (DAYPBF)	0	0	0	0
Biography (DBIO)	41	2	1	44
Books on CD (DBKCD)	134	2	11	147
Books on Tape (DBKT)	2	0	0	2
Compact Disc (DCD)	514	29	8	551
Digital Audiobooks (DDA)	6	1	0	7
DVD (DDVD)	1496	15	11	1522
Equipment (DEQP)	233	0	0	233
See librarian (DERR)	0	0	0	0
Express Book (DEXP)	36	0	0	36
Fiction (DFIC)	843	53	14	910
Fiction Fantasy (DFICF)	11	2	4	17
Fiction Mystery (DFICM)	95	0	4	99
Fiction New (DFICNEW)	559	10	23	592
Fiction Science Fiction (DFICSF)	14	0	0	14
Fiction Western (DFICW)	28	0	0	28
Genealogy (DGENE)	0	0	0	0
Genealogy Mag (DGMAG)	0	0	0	0
Graphic Novels (DGN)	37	0	0	37
Hanging Bags (DHANG)	24	1	0	25
ILL (DILL)	58	2	0	60
Internet (DINTER)	1511	0	0	1511
Juv. Audio book (DJAUDB)	12	1	1	14
Juv. Biography (DJBIO)	23	0	0	23
Juv. Book on CD (DJBKCD)	0	0	0	0
Juv. Book on Tape (DJBKT)	0	0	0	0
Juv. Compact Disc (DJCD)	47	0	0	47
Juvenile Easy (DJE)	1013	13	8	1034
Juv. Easy Non-fiction (DJENF)	110	1	1	112
Juv. Easy Reader (DJER)	415	3	2	420
Juv. Fiction (DJFIC)	394	14	9	417
Juv. Holiday books (DJHOL)	71	0	10	81
Juv. Magazine (DJMAG)	133	0	0	133
Juv. Music Cassette (DJMC)	0	0	0	0
Juv. Nonfiction (DJNF)	426	14	12	452
Juv. Nonfic Text Bk (DJNFTB)	2	0	0	2
Juv. Paperback fic (DJPBF)	0	0	0	0
Juv. Professional Coll. (DJPRO)	0	0	0	0
Juv. Reference (DJREF)	0	0	0	0
Juv. Toddler (DJTOD)	164	2	3	169
Large Print Fiction (DLPF)	114	6	1	121

Large Print Nonfic (DLPNF)	1	1	0	2
Magazine (DMAG)	782	0	2	784
Music Cassette (DMCAS)	0	0	0	0
Nonfiction 000 (DNF000)	27	0	1	28
Nonfiction 100 (DNF100)	36	4	0	40
Nonfiction 200 (DNF200)	40	1	0	41
Nonfiction 300 (DNF300)	65	7	10	82
Nonfiction 400 (DNF400)	5	0	0	5
Nonfiction 500 (DNF500)	46	0	2	48
Nonfiction 600 (DNF600)	225	16	7	248
Nonfiction 700 (DNF700)	99	2	4	105
Nonfiction 800 (DNF800)	11	2	0	13
Nonfiction 900 (DNF900)	82	1	2	85
Nonfiction DVD (DNFDVD)	47	0	2	49
Nonfiction (DNFIC)	0	0	0	0
Nonfiction New (DNFNEW)	139	5	8	152
Nonfiction VHS (DNFVHS)	27	0	0	27
Oversize (DOVER)	0	0	0	0
Professional Coll. (DPROF)	0	0	0	0
Parent Shelf Juv. Fic (DPSJFic)	0	0	0	0
Parent Shelf Juv. NF (DPSJNF)	7	0	0	7
Reference (DREF)	0	0	0	0
Ref. Magazine (DRMAG)	0	0	0	0
Reference Software (DRSW)	0	0	0	0
Spanish Collection (DSPA)	11	0	0	11
Software (DSWAR)	68	1	0	69
Vertical File (DVF)	0	0	0	0
VHS (DVHS)	277	3	3	283
YA Audio book (DYAUDB)	7	0	0	7
YA Biography (DYAB)	2	0	0	2
YA Books on CD (DYABKCD)	0	0	0	0
YA Books on Tape (DYABKT)	0	0	0	0
YA Fiction (DYAF)	167	13	7	187
YA Nonfiction (DYANF)	27	2	0	29
YA Paperback Fic (DYAPBF)	0	0	0	0
Storage (DZSTO)	23	0	0	23
Award Winner JBIO (RAJBIO)	0	0	0	0
Award Winner JE (RAJE)	0	0	0	0
Award Winner JFIC (RAJFIC)	0	0	0	0
Biography (RBIO)	11	65	0	76
Books on CD (RBKCD)	2	199	2	203
Books on Tape (RBKT)	3	27	1	31
Compact Disc (RCD)	7	416	1	424
Digital Audiobooks (RDA)	0	8	0	8
DVD (RDVD)	12	2650	13	2675
Equipment (REQP)	0	57	0	57
See librarian (RERR)	0	0	0	0
Express Book (REXP)	0	56	0	56
Fiction (RFIC)	35	1024	22	1081
Fiction New (RFICNEW)	19	434	11	464
Genealogy (RGENE)	0	0	0	0
Genealogy Mag (RGMAG)	0	0	0	0
Gen. Milroy Coll (RGMIL)	0	0	0	0
Graphic Novels (RGN)	4	148	1	153

Hanging Bag (RHANG)	0	19	0	19
ILL (RILL)	0	46	0	46
Internet (RINTER)	0	2048	0	2048
Juv. Audio book (RJAUDB)	1	21	0	22
Juv. Biography (RJBIO)	1	28	0	29
Juv. Book on CD (RJBKCD)	0	0	0	0
Juv. Book on Tape (RJBKT)	0	0	0	0
Juv. Compact Disc (RJCD)	0	31	0	31
Juvenile Easy (RJE)	9	893	2	904
Juv. Easy Non-fiction (RJENF)	0	110	1	111
Juv. Easy Reader (RJER)	2	285	0	287
Juv. Fiction (RJFIC)	11	524	4	539
Juv. Magazine (RJMAG)	0	24	0	24
Juv. Music Cassette (RJMC)	0	0	0	0
Juv. Nonfiction (RJNF)	14	756	5	775
Juv. Paperback fic (RJPBF)	0	0	0	0
Juv. Professional Coll. (RJPRO)	0	0	0	0
Juv. Reference (RJREF)	0	0	0	0
Juv. Toddler (RJTOD)	1	212	1	214
Large Print Fiction (RLPF)	9	212	1	222
Large Print Nonfic (RLPNF)	0	16	0	16
Magazine (RMAG)	1	376	9	386
Music Cassette (RMCAS)	0	0	0	0
Non-Fiction 000 (RNF000)	2	12	0	14
Non-Fiction 100 (RNF100)	2	38	1	41
Non-Fiction 200 (RNF200)	2	15	1	18
Non-Fiction 300 (RNF300)	3	80	3	86
Non-Fiction 400 (RNF400)	4	13	0	17
Non-Fiction 500 (RNF500)	0	29	0	29
Non-Fiction 600 (RNF600)	12	258	2	272
Non-Fiction 700 (RNF700)	4	75	1	80
Non-Fiction 800 (RNF800)	0	29	0	29
Non-Fiction 900 (RNF900)	3	79	2	84
Nonfiction DVD (RNFDVD)	2	100	1	103
Nonfiction (RNFIC)	0	0	0	0
Nonfiction new (RNFNEW)	7	159	11	177
Nonfiction VHS (RNFVHS)	2	41	2	45
Oversize (ROVER)	0	0	0	0
Professional Coll. (RPRO)	0	0	0	0
Reference (REF)	0	1	0	1
Reference Business (RREFB)	0	0	0	0
Ref. Magazine (RRMAG)	0	0	0	0
Ready Reference (RRR)	0	0	0	0
Reference Software (RRSW)	0	0	0	0
Spanish Collection (RSPA)	0	6	0	6
Software (RSWAR)	0	90	0	90
Vertical File (RVF)	0	4	0	4
VHS (RVHS)	2	206	0	208
YA Audio book (RYAUDB)	3	5	0	8
YA Biography (RYAB)	0	2	1	3
YA Books on CD (RYABKCD)	0	0	0	0
YA Books on Tape (RYABKT)	0	0	0	0
YA Fiction (RYAF)	14	194	5	213
YA Nonfiction (RYANF)	0	37	2	39
YA Paperback Fic (RYAPBF)	0	0	0	0

Storage (RZSTO)	0	0	0	0
Award Winner JE (WAJE)	0	0	0	0
Biography (WBIO)	1	4	20	25
Books on CD (WBKCD)	6	5	148	159
Books on Tape (WBKT)	0	0	8	8
Compact Disc (WCD)	3	15	293	311
Digital Audiobooks (WDA)	0	0	4	4
DVD (WDVD)	7	20	1640	1667
Equipment (WEQP)	0	0	58	58
See librarian (WERR)	0	0	0	0
Express Book (WEXP)	0	3	36	39
Fiction (WFIC)	61	41	386	488
Fiction Fantasy (WFICF)	2	0	2	4
Fiction Mystery (WFICM)	4	5	108	117
Fiction New (WFICNEW)	37	15	406	458
Fiction Science Fiction (WFICSF)	1	1	8	10
Fiction Western (WFICW)	0	0	10	10
Genealogy (WGENE)	0	0	0	0
Genealogy Mag (WGMAG)	0	0	0	0
Graphic Novels (WGN)	1	0	10	11
Hanging Bags (WHANG)	1	0	12	13
ILL (WILL)	1	2	31	34
Internet (WINTER)	0	0	943	943
Juv. Audio book (WJAUDB)	3	1	18	22
Juv. Biography (WJBIO)	0	0	8	8
Juv. Book on CD (WJBKCD)	0	0	0	0
Juv. Book on Tape (WJBKT)	0	0	0	0
Juv. Compact Disc (WJCD)	0	0	32	32
Juvenile Easy (WJE)	9	18	540	567
Juv. Easy Non-fiction (WJENF)	2	1	69	72
Juv. Easy Reader (WJER)	0	2	223	225
Juv. Fiction (WJFIC)	23	9	365	397
Juv. Magazine (WJMAG)	0	1	33	34
Juv. Music Cassette (WJMC)	0	0	0	0
Juv. Nonfiction (WJNF)	8	20	337	365
Juv. Paperback fic (WJPBF)	0	0	0	0
Juv. Professional Coll. (WJPRO)	0	0	0	0
Juv. Reference (WJREF)	0	0	0	0
Juv. Toddler (WJTOD)	0	0	183	183
Large Print Fiction (WLPF)	7	6	99	112
Large Print Nonfic (WLPNF)	2	0	5	7
Magazine (WMAG)	3	0	415	418
Non-Fiction 000 (WNF000)	0	0	7	7
Non-Fiction 100 (WNF100)	0	2	11	13
Non-Fiction 200 (WNF200)	4	0	22	26
Non-Fiction 300 (WNF300)	9	2	43	54
Non-Fiction 400 (WNF400)	1	0	5	6
Non-Fiction 500 (WNF500)	0	1	18	19
Non-Fiction 600 (WNF600)	4	12	135	151
Non-Fiction 700 (WNF700)	3	1	32	36
Non-Fiction 800 (WNF800)	1	1	5	7
Non-Fiction 900 (WNF900)	0	2	37	39
Nonfiction DVD (WNFDVD)	2	1	96	99
Nonfiction (WNFIC)	0	0	1	1

Nonfiction New (WNFNEW)	9	7	105	121
Nonfiction VHS (WNFVHS)	0	2	14	16
Professional Coll. (WPROF)	0	0	0	0
Parent Shelf Juv. Fic (WPJF)	0	0	0	0
Parent Shelf Juv. NF (WPSJNF)	0	0	0	0
Reference (WREF)	0	0	0	0
Ref. Magazine (WRMAG)	0	0	0	0
Reference Software (WRSWAR)	0	0	0	0
Spanish Collection (WSPA)	1	1	2	4
Software (WSWAR)	0	0	73	73
Vertical File (WVF)	0	0	5	5
VHS (WVHS)	0	3	219	222
YA Audio book (WYAADB)	3	1	6	10
YA Biography (WYAB)	0	2	3	5
YA Books on CD (WYABKCD)	2	1	1	4
YA Books on Tape (WYABKT)	0	0	0	0
YA Fiction (WYAF)	9	19	166	194
YA Nonfiction (WYANF)	1	0	20	21
YA Paperback Fic (WYAPBF)	0	0	0	0
Storage (WZSTO)	0	0	1	1
TOTAL	11263	12619	7756	31638

CIRCULATION BY HOLDINGS CODE
September 2009

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
Award Winner JBIO (AJBIO)	0	0	0	0
Award Winner JE (AJE)	0	0	0	0
Award Winner JFIC (AJFIC)	0	0	0	0
Award Winner JNF (AJNF)	0	0	0	0
Award Winner JPFIC (AJPF)	0	0	0	0
Award Winning fiction (AWFIC)	36	5	2	43
Award Winning non-fiction (AWNFI)	5	0	0	5
Award Winner YAFIC (AYAF)	0	0	0	0
Award Winner YAPFIC (YAYPBF)	0	0	0	0
Biography (BIO)	53	71	21	145
Books on CD (BKCD)	142	206	161	509
Books on Tape (BKT)	5	27	9	41
Compact Disc (CD)	524	460	302	1286
Digital Audiobooks (DA)	6	9	4	19
DVD (DVD)	1515	2685	1664	5864
Equipment (EQP)	233	57	58	348
See librarian (ERR)	0	0	0	0
Express Book (EXP)	36	59	36	131
Fiction (FIC)	939	1118	422	2479
Fiction Fantasy (FICF)	13	2	6	21
Fiction Mystery (FICM)	99	5	112	216
Fiction New (FICNEW)	615	459	440	1514
Fiction Science Fiction (FICSF)	15	1	8	24
Fiction Western (FICW)	28	0	10	38
Genealogy (GENE)	0	0	0	0
Genealogy Mag (GMAG)	0	0	0	0
Gen. Milroy Coll (GMIL)	0	0	0	0

Graphic Novels (GN)	42	148	11	201
Hanging Bags (HANG)	25	20	12	57
ILL (ILL)	59	50	31	140
Internet (INTR)	1511	2048	943	4502
Juv. Audio book (JAUDB)	16	23	19	58
Juv. Biography (JBIO)	24	28	8	60
Juv. Book on CD (JBCD)	0	0	0	0
Juv. Book on Tape (JBKT)	0	0	0	0
Juv. Compact Disc (JCD)	47	31	32	110
Juvenile Easy (JE)	1031	924	550	2505
Juv. Easy Non-Fiction (JENF)	112	112	71	295
Juv. Easy Reader (JER)	417	290	225	932
Juv. Fiction (JFIC)	428	547	378	1353
Juv. Holiday (JHOL)	71	0	10	81
Juv. Magazine (JMAG)	133	25	33	191
Juv. Music Cassette (JMC)	0	0	0	0
Juv. Nonfiction (JNF)	448	790	354	1592
Juv. Nonfic Text Bk (JNFT)	2	0	0	2
Juv. Paperback fic (JPBF)	0	0	0	0
Juv. Professional Coll. (JPRO)	0	0	0	0
Juv. Reference (JREF)	0	0	0	0
Juv. Toddler (JTOD)	165	214	187	566
Large Print Fiction (LPF)	130	224	101	455
Large Print Nonfic (LPNF)	3	17	5	25
Magazine (MAG)	786	376	426	1588
Music Cassette (MCAS)	0	0	0	0
Non-Fiction 000 (NF000)	29	12	8	49
Non-Fiction 100 (NF100)	38	44	12	94
Non-Fiction 200 (NF200)	46	16	23	85
Non-Fiction 300 (NF300)	77	89	56	222
Non-Fiction 400 (NF400)	10	13	5	28
Non-Fiction 500 (NF500)	46	30	20	96
Non-Fiction 600 (NF600)	241	286	144	671
Non-Fiction 700 (NF700)	106	78	37	221
Non-Fiction 800 (NF800)	12	32	5	49
Non-Fiction 900 (NF900)	85	82	41	208
Non-Fiction DVD (NFDVD)	51	101	99	251
Nonfiction (NFIC)	0	0	1	1
Nonfiction New (NFNEW)	155	171	124	450
Nonfiction VHS (NFVH)	29	43	16	88
Oversize (OVER)	0	0	0	0
Professional Coll. (PROF)	0	0	0	0
Parent Shelf Juv. Fic (PJF)	0	0	0	0
Parent Shelf Juv. NF (PSJNF)	7	0	0	7
Reference (REF)	59	71	50	180
Reference Business (REFB)	0	0	0	0
Ref. Magazine (RMAG)	0	0	0	0
Ready Reference (RRR)	0	0	0	0
Reference Software (RSWAR)	0	0	0	0
Spanish Collection (SPA)	12	7	2	21
Software (SWAR)	68	91	73	232
Vertical File (VF)	0	4	5	9
VHS	279	212	222	713
YA Audio book (YAUDB)	13	6	6	25
YA Biography (YAB)	2	4	4	10

YA Books on CD (YABKCD)	2	1	1	4
YA Books on Tape (YABKT)	0	0	0	0
YA Fiction (YAF)	190	226	178	594
YA Nonfiction (YANF)	28	39	22	89
YA Paperback Fic (YAPBF)	0	0	0	0
Storage (ZSTO)	23	0	1	24
				0
Free reads	273	570	170	1013
Games/Puzzles	0	12	0	12
Talking books	0	0	0	0
Assignment Shelf Books	0	0	0	0
TOTAL	11595	13271	7976	32842

	DeMotte	Rensselaer	Wheatfield	
ADULT BOOKS				
Fiction	2171	2438	1306	5915
Nonfiction	1031	1069	585	2685
CHILDREN'S BOOKS				
Fiction	2077	1980	1342	5399
Nonfiction	669	930	443	2042
YA BOOKS				
Fiction	232	374	189	795
Nonfiction	30	43	26	99
Magazines, Adult	786	376	426	1588
Magazines, Children	133	25	33	191
Sound Recordings, adult	692	709	483	1884
Sound Recordings, ch	88	74	63	225
Online databases	0	0	0	0
Software	68	91	73	232
Vertical file	0	4	5	9
VHS/DVD	1874	3041	2001	6916
Equipment	233	57	58	348
Total	10084	11211	7033	28328
A-V Circulation	2722	3915	2620	9257
A-V Circulation as % of total	27.0%	34.9%	37.3%	32.7%

September 2009

DEMOTTE			RENSSELAER			WHEATFIELD			
Added	Withdrew	Circu-	Added	Withdrew	Circu-	Added	Withdrew	Circu-	Total
Vols.	Vols.	lation	Vols.	Vols.	lation	Vols.	Vols.	lation	Circ.

XX

Fiction	146	11	2,171	89	6	2,438	82	0	1,306	5,915
Nonfiction	79	9	1,031	100	86	1,069	53	5	585	2,685

Fiction	111	0	2,077	69	4	1,980	13	0	1,342	5,399
Nonfiction	19	1	669	15	2	930	3	0	443	2,042

Fiction	21	0	232	35	0	374	16	30	189	795
Nonfiction	0	1	30	6	0	43	3	4	26	99

Magazines,Adult	786	376	426	1,588
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Magazines, Child	133	25	33	191
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Games, Toys	0
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Sound Rec/Adult	32	0	692	25	0	709	21	0	483	1,884
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Sound Rec/Child	0	1	88	0	0	74	0	10	63	225
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[illegible]

Software	0	1	68	0	0	91	0	0	73	232
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Vertical Files	0	0	0	0	0	4	0	0	5	9
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VHS/DVD	9	0	1,874	59	20	3,041	5	2	2,001	6,916
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Equipment	233	57	58	348
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TOTAL	417	24	10,084	398	118	11,211	196	51	7,033	28,328
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[illegible]

WHEATFIELD

Total Materials Owned	68,559	58,851	44,310
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Circulation Increase/Decrease	7.1%	4.2%	2.3%
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[illegible]

% change

Current month's Circulation	27,052	28,328	4.7%
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Jan. to date circulation	247,461	270,577	9.3%
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DEMOTTE COLLECTION		RENSSELAER COLLECTION		WHEATFIELD COLLECTION	
Start of Month	End of Month	Start of Month	End of Month	Start of Month	End of Month
Volumes	Volumes	Volumes	Volumes	Volumes	Volumes
XX					
					ADULT BOOKS
18,527	18,662	11,363	11,446	12,192	12,274 Fiction
17,968	18,038	19,175	19,189	9,796	9,844 Nonfiction
					CHILDREN'S BKS
13,302	13,413	10,866	10,931	9,050	9,063 Fiction
8,767	8,785	5,928	5,941	5,092	5,095 Nonfiction
					YA BOOKS
2,238	2,259	2,242	2,277	1,830	1,816 Fiction
481	480	672	678	165	164 Nonfiction
					0 Magazines,Adult
					0 Magazines, Child
0	0	20	20	0	0 Games, Toys
2,592	2,624	3,064	3,089	2,915	2,936 Sound Rec/Adult
591	590	434	434	557	547 Sound Rec/Child
25	25	16	16	1	1 Online Databases
345	344	355	355	166	166 Software
3	3				Vertical Files
3,208	3,217	4,294	4,333	2,344	2,347 VHS/DVD
119	119	142	142	57	57 Equipment
68,166	68,559	58,571	58,851	44,165	44,310 TOTAL
XX					

JASPER COUNTY PUBLIC LIBRARY MONTHLY REPORT
September 2009

R5

	DeMotte		Rensselaer		Wheatfield		TOTAL	HOURS SPENT
		Hrs.		Hrs.		Hrs.		
INTRALIBRARY LOANS FILLED	201	44	187	41	303	66	691	150
LOCAL HISTORY								
In person	11	3	10	3	1	0	22	6
Letters written	0	0	4	4		0	4	4
IN-HOUSE USE - HARDWARE/SOFTWARE								
Internet use	1511	63	2048	85	943	39	4502	188
Computer software used	191	16	238	20	110	9	539	45
VCR Use	0	0	12	2	0	0	12	2
Microforms	0	0	24	3	0	0	24	3
CD ROM/Online databases	58	5	401	33	130	11	589	49
Typewriter use	0	0	0	0	0	0	0	0
Other equipment used	0	0	2	1	0	0	2	1
OTHER LIBRARY SERVICES USED								
Outreach activities	34	34	4	3	0	0	38	25
Notarized documents	2	1	5	1	0	0	7	2
Meeting Room Use (no. of group	37	12	51	17	22	7	110	37
Study room use	21	2	25	2	19	2	65	5
Proctoring	1	1	1	1	0	0	2	1
Tax Forms distributed	0	0	0	0	0	0	0	0
Pull Requests	0	0	0	0	0	0	0	0
IN-HOUSE USE ITEMS	51		447		137		635	
WIRELESS USE via patron owned pcs	195		134		38		367	
SELF-CHECKOUT USE	353		1321		600		2274	
INTERLIBRARY LOANS								
Requests made for:	66	17	59	15	57	14	182	46
Items rec'd for:	59	30	70	35	50	25	179	90
Items requested by other libraries	0		0		0		0	
Items supplied to other libraries	0	0	0	0	0	0	0	0

REGISTRATIONS

Total Borrowers	8191	8350	4542	21083
Non-resident, paying	1	4	0	5
PLAC card users	0	5	1	6
Reciprocal borrowers	405	394	92	891
Number of New Patrons Added	135	153	67	
Number of Patron Cards Expired	8	2	10	

PROGRAMS

	DeMotte		Rensselaer		Wheatfield		TOTAL	HOURS SPENT
		Hrs.		Hrs.		Hrs.		

Programs for all ages	0	0	3	18	1	6	4	24
Children's Programs (0-13)	14	84	22	132	10	60	46	276
Number attending	390		316		434		1140	
YA Programs (14-17)	1	6	1	6	0	0	2	12
Number attending	5		26		2		33	
Adult Programs	2	12	4	24	0	0	6	36
Number attending	159		90		50		299	
Senior Citizen Programs	13	78	5	30	3	18	21	126
Number attending	118		57		42		217	
Total Number of Programs	30	180	35	210	14	84	79	474
Total Persons Attending	672		489		528		1689	
Total Attending Same Month Last Year	656		548		414		1618	
Total Staff Hours Spent		405		475		257	1138	1126
Total Number of In-House Programs	17		31		10		58	
Total Attendance	335		429		252		1016	
Total Number of Outreach Programs	13		4		4		21	
Total Attendance	337		60		276		673	

CIRCULATION BY PATRON CODE

PATRONS	DeMotte		Rensselaer		Wheatfield		ALL LIBRARIES	
	Items Loaned	% of Total	Items Loaned	% of Total	Items Loaned	% of Total	Items Loaned	% of Total
Adult	7244	72.2%	7230	64.8%	4523	64.8%	18997	67.4%
Corporate	38	0.4%	89	0.8%	0	0.0%	127	0.5%
Juvenile 0-11	374	3.7%	743	6.7%	251	3.6%	1368	4.9%
Juvenile-AV	1055	10.5%	1465	13.1%	1027	14.7%	3547	12.6%
Nonresident No Fee	110	1.1%	175	1.6%	191	2.7%	476	1.7%
Nonresident Fee	0	0.0%	0	0.0%	0	0.0%	0	0.0%
PLAC (state library card)	0	0.0%	22	0.2%	0	0.0%	22	0.1%
Reciprocal Adult	345	3.4%	269	2.4%	117	1.7%	731	2.6%
Reciprocal Juvenile	15	0.1%	9	0.1%	0	0.0%	24	0.1%
Reciprocal Juvenile AV	43	0.4%	27	0.2%	0	0.0%	70	0.2%
Reciprocal YA	6	0.1%	0	0.0%	1	0.0%	7	0.0%
Reciprocal YA AV	0	0.0%	2	0.0%	0	0.0%	2	0.0%
School	0	0.0%	12	0.1%	0	0.0%	12	0.0%
School AV	0	0.0%	2	0.0%	0	0.0%	2	0.0%
St. Joseph College	0	0.0%	77	0.7%	0	0.0%	77	0.3%
Staff	459	4.6%	797	7.1%	658	9.4%	1914	6.8%
Walking books	62	0.6%	36	0.3%	0	0.0%	98	0.3%
YA 12-17	45	0.4%	27	0.2%	41	0.6%	113	2.1%
YA-AV	242	2.4%	168	1.5%	174	2.5%	584	2.1%
Total	10038		11150		6983		28171	
All items borrowed by nonresidents	519	5.2%	595	5.3%	309	4.4%	1423	5.1%

**Salary Ordinance 2009
Updated 10/12/09**

Name	Classification	Present Hrly Wage	Start Date	Hrs Worked	Library
Melissa Smith	Page	\$7.25	10/3/09	10	R

Melissa Smith has been hired as a page, replacing Chelsea Shafer, who resigned.

We have examined and approved the changes to the 2009 Jasper County Public Library Salary Ordinance. Dated 10/12/09

<u>Natalie Waleng</u>	_____
<u>Mari Anne Sayler</u>	_____
<u>Jody Meltzer</u>	_____
<u>Anthony Chultz</u>	_____

Resolution to Request Advance Draw

Whereas, it has been determined that the Jasper County Public Library needs additional funds to operate; therefore, we the Board of Trustees of the Jasper County Public Library do resolve to approve this request to the County Auditor and County Treasurer for 95% of all possible revenues received to date for the Library Operating Fund, Library Capital Projects Fund, and General Obligation Bond Fund to the Jasper County Public Library, payable 30 days from the date of this resolution.

ADOPTED THIS 12th DAY OF October, 2009.

NAY

AYE

Natalie Waling
Mari Anne Sayler
Jody M. Miller
Robert M. Schell

ATTEST:

Jody M. Miller
Secretary of the Jasper County Public Library Board

Library Credit Card Policy

~~The Library is authorized to open a credit card account, with a maximum credit line limitation per individual of \$5,000, (not to exceed \$10,000 for all staff combined). Individual cards, all credited to one account, may be obtained for each staff person holding the following positions:~~

The Library is authorized to open a credit card account that does not exceed a \$7,000 credit limit for the library. Individual card holder limits range from \$1,000-4,000. Individual cards, all credited to one account, may be obtained for each staff person holding the following positions:

Director
Business Manager
Agency Librarian
Technical Services Librarian
Systems Administrator
Specialist

Issuance, recordkeeping and custody of the cards, will be the responsibility of the Business Manager, in strict accordance with State Board of Accounts regulations.

The cards will be used for telephone and online ordering of materials, supplies, and equipment, where when prepayment is required, and for travel expenses.

Payment will be based on the statement, documented by invoices and/or sales receipts submitted by staff to the Business Manager. Interest or penalties incurred due to late submission of bills and receipts will be the responsibility of the employee failing to submit the necessary documentation in a timely fashion.

This policy applies to major credit cards held by the library.

6/01; reviewed 10/05; revised 10/07, revised 10/09

Equal Employment Opportunity/Anti-Harassment Policy

Equal Employment Opportunity

Jasper County Public Library, as required by law, makes equal employment opportunities available to all persons without regard to race, sex, age, color, religion, national origin, disability, citizenship status, military status, or any other legally-protected category. ~~protected under federal, state, or local law.~~ This policy applies to applicants and employees and to all aspects of employment including hiring, promotion, demotion, and treatment during employment, rates of pay or other forms of compensation, and termination of employment. Further, irrespective of whether sexual orientation is a legally-protected status, the Library does not tolerate discrimination on the basis of an employee's sexual orientation.

Reasonable Accommodation

Jasper County Public Library (JCPL) will take appropriate steps to provide reasonable accommodation upon request to qualified individuals with disabilities so long as doing so does not cause an undue hardship. JCPL also will take appropriate steps to provide reasonable accommodation upon request to employees whose religious beliefs or restrictions create a conflict with JCPL's policies, practices, or procedures so long as doing so does not cause an undue hardship. If you need accommodation, please provide a written description of your situation and your needs to your supervisor. Human Resources, and someone will contact you to discuss your request.

Anti-Harassment

Jasper County Public Library (JCPL) is further committed to providing a workplace free of inappropriate treatment of any employee because of the employee's race, color, sex, religion, age, national origin, ancestry, disability or any other legally-protected category. ~~protected under federal, state, or local law.~~ To be unlawful, conduct must be so severe and pervasive that it unreasonably interferes with an employee's ability to work. JCPL does not, however, condone or tolerate any inappropriate conduct based on an employee's race, color, sex, age, religion, national

origin, ancestry or disability, or any other legally-protected category. ~~protected under federal, state, or local law.~~ Further, irrespective of whether sexual orientation is a legally-protected status, the Library does not tolerate harassment on the basis of an employee's sexual orientation.

~~Moreover,~~ JCPL is committed to protecting employees from inappropriate conduct whether from other employees or non-employees such as ~~visitors,~~ patrons, vendors, suppliers, ~~clients, guests, customers,~~ contractors, or members of the public.

Examples Of Inappropriate Conduct

Inappropriate conduct, ~~which could lead to a claim of harassment, is expressly prohibited by this policy.~~ Such conduct includes, ~~but is not limited to:~~ may include, among other things:

- Epithets, slurs, stereotyping, or threatening, intimidating, or hostile acts that relate to race, color, sex, age, religion, national origin, ancestry, or disability; and
- Written or graphic material that denigrates or shows hostility or aversion toward an individual or group because of race, color, sex, age, religion, national origin, ancestry, or disability.

Specifically, the Library is committed to providing a workplace free of inappropriate conduct of a sexual nature. Such conduct may include a range of subtle and not so subtle behaviors and may involve individuals of the same or different gender. Such conduct also may include, among other things:

- Unsolicited and unwelcome comments or conduct of a sexual nature or that are demeaning to women or men as a group (for example, offensive or vulgar jokes, name-calling, comments about one's body or sex life, stereotyping based on a person's sex, touching, leering, ogling, patting, pinching, indecent exposure, or physical gestures), or displaying sexually explicit photographs or objects that interfere with a reasonable person's work);
- Unsolicited and unwelcome demands or requests for sexual favors or social or sexual encounters;
- An explicit or implicit promise of preferential treatment with regard to a person's employment in exchange for sexual favors or sexual activity; and
- The use of an employee's or applicant's submission to or rejection of sexual conduct as the basis for making, influencing, or affecting an employment decision that has an impact upon the terms and conditions of the individual's employment (for example, hiring, firing, promotion, demotion, compensation, benefits, or working conditions).

~~The prohibition on sexual harassment applies not only to situations which are male to female, but also female to male, male to male, or female to female. Given the nature of this type of conduct and the serious effects such conduct can have on the target of the conduct and the one accused of the conduct, JCPL treats alleged violations of this Policy seriously and, to the extent possible, confidentially. JCPL expects all individuals to treat alleged violations in the same responsible manner. Employees are expected to help us maintain a comfortable work environment free from inappropriate and offensive conduct of any type irrespective of whether the conduct is unlawful.~~

Given the nature of this type of conduct and the serious effects such conduct can have on the target of the conduct and the one accused of the conduct, the Library treats alleged violations of this Policy seriously and, to the extent possible, confidentially. The Library expects all to treat alleged violations and those affected by them in a responsible and respectful manner. Please help us maintain a comfortable work environment free from inappropriate and offensive conduct of any type irrespective of whether the conduct is unlawful.

Internal Reporting Procedure

If you believe you or any other employee is being subjected to behavior that is not consistent with these policies, you are encouraged to, and have a responsibility to, immediately report these matters to ~~your supervisor~~ Human Resources. If for any reason you do not feel comfortable reporting your concerns to ~~your supervisor~~ Human Resources, you ~~should~~ may report your concerns to the Library Director. Additionally, ~~any employee~~ if you ~~who~~ believes a non-employee's behavior violates this policy, ~~should~~ promptly report the non-employee's conduct through this policy.

If the concern relates to the behavior of the Library Director and you do not feel comfortable reporting your concerns to Human Resources, you may report your concerns to the

President of the Library Board. ~~the employee and his/her supervisor should contact the library board who will investigate the complaint.~~

Supervisors who become aware of ~~any~~ a potential violation of this Policy must report the potential violation to the Library Director or Human Resources. Failure to report potential violations will result in appropriate discipline, up to and including discharge.

Our Commitment When Reports Are Made

No action will be taken against any ~~employee one~~ merely because he ~~reports~~ of reporting behavior believed to violate this Policy. JCPL will investigate and take appropriate action as to all ~~complaints~~ concerns. JCPL is ~~firm in its commitment to~~ committed to maintaining an environment free of discrimination and inappropriate conduct and to enforcing this policy.

~~Violations of this Policy will not be tolerated and will result in appropriate disciplinary action, up to and including discharge.~~

~~Harassing patrons may be banned from the library and local law enforcement officials may be contacted.~~

10/07, revised 10/09



Planning • Design • Construction

550 Union St. Mishawaka, IN 46544
Phone: (574) 259-9976 Fax: (574) 259-9982

Project # 09188-00

Field Report

Project Name: Wheatfield Library **Field Report #:** 002

Date of Visit: 09-16-09 **Time of Visit:** 12:30 PM **Date Issued:** 09-25-09
(local)

Issued To: Patty Stringfellow – Director, Jasper County Library
Joe Gent – President, Gough, Inc.

Issued By: Sean Frederick – Architect, The Troyer Group

Trades on Site: Gough carpenters, Library representative

Copies To: Bill Barnard, File

Purpose of Visit:

This visit was part of an ongoing investigation concerning areas of buckling roof sheathing and attic ventilation issues at Wheatfield Library. There are a number of instances where the roof shingles can be seen lifted up in locations which appear to correspond to the horizontal joints in the roof plywood sheathing. It is the belief of The Troyer Group that while there appears to be a ventilation issue, it is not evident that a ventilation issue alone is causing the roof plywood to buckle. There may be separate moisture-related issues with the plywood with regard to when it was manufactured, installed, or in the time since it was installed.

On August 23, 2009, Sean Frederick of The Troyer Group visited the site to visually inspect the roof and attic areas where the shingles have lifted up. A report of that visit was issued to Patty Stringfellow of Jasper County Library and Randy Brooker and Joe Gent of Gough Inc. As part of that report, it was recommended by The Troyer Group that the attic ventilation be tested using a smoke test. The use of a smoke test was initially suggested by the ridge vent manufacturer.

On September 16, 2009, Sean Frederick of The Troyer Group, Brian Neidert and Randy Brooker of Gough Inc., along with Jim Little from Jasper County Library met on site to self-perform a series of smoke tests to test and observe the air flow throughout the attic and confirm if the installed vents are working properly. Air is supplied through soffit vents and exhausted through ridge vents.

Observations From the Smoke Test:

1. It was 77 degrees and sunny with wind coming from the east.
2. It appeared the smoke candles used for the test produced a sufficient amount of smoke for testing the attic air flows. The candles had a 45 second burn time and produced orange smoke.
3. Brian Neidert was the person who lit and positioned the smoke candles while the rest of us observed the behavior of the smoke. The tests were performed by placing a candle on the end of a broom stick which was poked through the bottom of a cardboard box. The box was to help concentrate the smoke and keep it from blowing away during the tests done on the exterior. A total of 7 individual tests were performed.

Test Results: (Refer to Attachment #1 for smoke test locations).

- Test 1 – This test was performed outside by positioning a smoke candle under the soffit. The cardboard box was held tight to the underside of the soffit. Brian mentioned that the smoke seemed to drift back out of the soffit vent on both sides of the box instead of entering into the attic. From inside the attic there was a minute amount of smoke observed entering the space. This test was inconclusive.
- Test 2 – This test was a repeat of Test 1 except the cardboard box was not held tight to the soffit. From inside the attic no smoke was observed entering the space. This test was inconclusive.
- Test 3 – This test was performed from inside the attic. The smoke that was produced seemed to very slowly migrate up to the ridge and about half of the smoke exited through the ridge vent. The rest of the smoke seemed to linger and eventually dissipate.
- Test 4 – This test was performed from inside the attic. It is important to note that an access opening was cut in the drywall of the fire wall by the contractor when repairs to the front roof section were previously made. This opening produced a noticeable draft as air could be felt coming from the opening. The test was performed about 16 feet from the opening, about 12 feet directly under the ridge vent. The smoke produced appeared to flow up to the ridge vent and out, although some smoke did linger for awhile.
- Test 5 – This test was performed from inside the attic. In this location there are short lengths of soffit venting installed on both sides. The ridge vent is continuous along the entire ridge. The smoke produced flowed up and out of the ridge vent. There was minimal smoke that lingered in this area. During this test it was observed that the smoke appeared to move with more velocity along the underside of the roof sheathing than it did in the center of the attic. In the previous tests, the smoke was not close enough to the roof sheathing to notice an increase in velocity.
- Test 6 – This test was performed from inside the attic. The results of this test were similar to Test 5.
- Test 7 – This test was performed from inside the attic. This was a repeat of Test 3. This time we tested the air flow closer to the underside of the roof sheathing. The smoke appeared to flow up and out of the ridge on the southwest side of the ridge, but some smoke appeared to flow back down away from the ridge vent on the northeast side of the ridge. The wind was blowing from east to west and may have produced this result.

Test Conclusions:

1. The results from the tests suggested that in certain areas of the attic, there may not be sufficient air flow to properly ventilate the attic. Although the smoke in each test did flow up toward the ridge vent, in some tests, the smoke seemed to linger or flow back down away from the ridge. Also the air flow was observed to be significantly slower than expected.
2. In Tests 1 and 2, it was surprising to not see smoke enter through the soffits. Ideally there should have been large amounts of smoke entering through the soffit.
3. Tests 3 and 7 were performed in a portion of attic that ideally should be the best ventilated section on the Library, and it was believed by all people present that this section should produce the best results in terms of removing the smoke. However, that was not the case. In fact, it was discovered by all of us that this section seemed to be the least ventilated portion of the attic. It was also agreed by all that it was the hottest section. Since it is not logical that the air in this section of attic would behave this way, there is a concern that there may be an issue with the soffit or ridge vent or both. It may require additional investigation.

4. In some of the tests, there was a noticeable change in air velocity between the air flow in the center of the space and the air flow directly under the roof sheathing. The air flow under the roof sheathing is what is most important as it is this air flow which helps to cool the roof sheathing and prevent moisture build up.
5. Due to code required draftstopping, the attic is divided into separate areas. Refer to roof plan for draftstopping locations. By definition, draftstopping is required to restrict the movement of air within open spaces of concealed construction. The main idea is that it will slow down the spread of fire and smoke in the attic area. It is the opinion of Sean and Randy that since the draftstopping is preventing air to freely flow throughout the entire attic, certain areas may be under-ventilated.

Recommendations:

1. It is recommended by Sean and Randy that in some portions of the attic the ventilation be increased in order to provide improved air movement. This will be addressed in a separate correspondence.
2. Once there is adequate ventilation, the areas where the plywood has buckled will need to be repaired. This will be addressed in a separate correspondence.
3. Once there is adequate ventilation, the drywall of the firewall shall be repaired. This includes re-taping all damaged seams where the tape has peeled away from the wall. The firewall shall be repaired in accordance with the original construction documents.
4. Once there is adequate ventilation, the areas where the paint has peeled away from the underside of the roof sheathing shall be prepared to receive a new coat of fireproof paint and repainted in accordance with the original construction documents.

Additional Concerns:

1. The fact that only some of the sheets of plywood are buckling and not others together with the fact that it seems to be random in all areas of the attic is a concern which may need to be explored further.
2. Due to the results of the smoke test, the soffit and/or ridge vents may be clogged or blocked and thus not completely open. There may need to be additional investigation to confirm the vents are free and clear.

We will suggest how to improve the ventilation in a separate correspondence. Please call us if you have any questions or want to discuss any part of this report.

Attachments:

Attachment 1 – Roof Plan - Map of test locations and draftstopping.

Town of DeMotte

112 Carnation Street S.E.
DeMotte, Indiana 46310
www.townofdemotte.com

R19

Council Members

MARK W. BOER
ALANA BAUMAN
JEFFREY CAMBE
DALE EENIGENBURG
TERRY SCHULTZ

Peggy Woods
CLERK-TREASURER
Gregory Osborn
TOWN JUDGE
John A. Dyke
TOWN MANAGER
Heather Tokarz
OFFICE MANAGER

Neighborhood Meeting

The Town of DeMotte in 2008 was awarded \$250,000 in grant money through the Safe Routes to School program. This money is to be used to ensure that children or pedestrians have a safer way to walk to and from school.

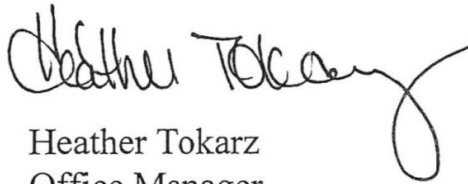
This project will help pay for sidewalk and improvements to your road. Since your street and property are directly affected we would like to take an opportunity show you how your property fits into this program.

There is an informational neighborhood meeting on September 28, 2009 at 5:30pm at the DeMotte Town Hall. If you are unable to attend please call the town hall 219-987-3831 and speak with John Dyke or Heather Tokarz.

Thank you,



John Dyke
Town Manager



Heather Tokarz
Office Manager

JCPL FINANCIAL STATEMENT

F1

October 31, 2009

	Beginning 2009 Balance	Current Month Disbursements	Y-T-D Disbursements	Current Month Receipts	Y-T-D Receipts	Ending Balance
Operating Fund	\$586,496.58	\$164,104.29	\$1,551,890.44	\$53,896.09	\$1,238,779.15	\$273,385.29
Includes Investments of:						
Public Library Access Card Fund	\$60.00	\$60.00	\$150.00	\$30.00	\$90.00	\$0.00
Gift Fund	\$5,910.61	\$564.08	\$8,274.23	\$221.78	\$8,355.77	\$5,992.15
DeMotte	\$1,834.58	\$85.32	\$1,931.70	\$119.00	\$1,571.48	\$1,474.36
Rensselaer	\$2,369.46	\$355.17	\$5,013.05	\$30.00	\$4,857.21	\$2,213.62
Wheatfield	\$1,706.57	\$123.59	\$1,329.48	\$72.78	\$1,927.08	\$2,304.17
Library Improvement Reserve Fund	\$216,342.26	\$9,148.00	\$11,435.00	\$204.42	\$2,557.53	\$207,464.79
Includes Investments of:						
Bond & Interest Redemption Fund	\$109,471.48	\$0.00	\$318,310.00	\$0.00	\$222,252.41	\$13,413.89
Includes Investments of: \$0.00						
Rainy Day Fund	\$168,751.12	\$784.60	\$8,725.30	\$0.00	\$98,549.78	\$258,575.60
Includes Investments of: \$0.00						
State Technology Fund G	\$6,731.97	\$0.00	\$6,731.97	\$0.00	\$0.00	\$0.00
Capital Projects Fund	\$523,219.14	\$80.98	\$2,669.98	\$819.90	\$186,553.78	\$707,102.94
Includes Investments of: \$0.00						
Host/Hospitality Fund	\$0.00	\$0.00	\$183.50	\$183.50	\$183.50	\$0.00
Levy Excess Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$84,309.00	\$84,309.00
Sales Tax	\$5.32	\$0.00	\$5.22	\$0.81	\$16.60	\$16.70
Construction Fund	\$186,153.76	\$340.00	\$4,106.12	\$104.55	\$1,567.62	\$183,615.26
Includes Investments of \$0.00						
Petty Cash Funds	\$120.00	\$0.00	\$0.00	\$0.00	\$0.00	\$120.00
Cash Change Fund	\$90.00	\$0.00	\$0.00	\$0.00	\$0.00	\$90.00
Payroll Withholding Accts.						
FIT Tax Collected	\$0.00	\$5,823.87	\$57,117.98	\$5,823.87	\$57,117.98	\$0.00
FICA Tax Collected	\$0.00	\$6,556.81	\$63,465.88	\$6,556.81	\$63,465.88	\$0.00
State Tax Collected	\$2,770.46	\$3,118.75	\$29,857.27	\$3,112.30	\$30,199.11	\$3,112.30
County Tax Collected	\$1,982.26	\$2,294.29	\$21,685.35	\$2,288.54	\$21,991.68	\$2,288.59
Deferred Comp.	\$0.00	\$2,520.00	\$25,365.95	\$2,520.00	\$25,365.95	\$0.00
#125 Pre-tax Plan	\$0.00	\$2,843.11	\$23,530.75	\$2,843.10	\$23,530.72	(\$0.03)
Employee Life Insur.	\$0.00	\$105.00	\$1,494.52	\$105.00	\$1,494.52	\$0.00
Employee P.E.R.F.	\$6,532.65	\$6,906.08	\$26,732.72	\$2,197.29	\$22,397.36	\$2,197.29
Garnishments	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Credit Union	\$0.00	\$3,838.67	\$30,925.13	\$3,838.67	\$30,925.13	\$0.00
EIC	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL ALL FUNDS.....	\$1,814,637.61	\$209,088.53	\$2,192,657.31	\$84,746.63	\$2,119,703.47	\$1,741,683.77

Bank Balances
Jasper County Public Library
Report as of: 9/30/2009

<i>Bank</i>		
1	Alliance Bank	\$1,455,070.66
2	Demotte State Bank	\$10,485.93
3	Alliance Bank-LIRF Acct	\$216,408.37
5	Cash On Hand	\$210.00
6	Alliance Bank-Construction Ckg.	\$183,850.71
7		
8		
9		
10		
11		
<i>Total all banks =</i>		<i>\$1,866,025.67</i>

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

Appropriation Report for 100 OPERATING FUND

Jasper County Public Library

Report Date: From 9/1/2009 To 9/30/2009

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent
<i>1. Personal Services</i>							
1.11 SALARY OF LIBRARIAN	\$54,835.00	\$0.00	\$54,835.00	\$4,634.94	\$40,799.21	\$14,035.79	74.4
1.12 SALARY OF ASSISTANTS	\$911,677.00	\$0.00	\$911,677.00	\$78,848.35	\$680,430.15	\$231,246.85	74.6
1.13 WAGES OF JANITORS	\$63,718.00	\$0.00	\$63,718.00	\$5,165.36	\$43,364.11	\$20,353.89	68.1
1.21 EMPLOYER'S SHARE-FICA	\$76,037.00	\$0.00	\$76,037.00	\$6,564.15	\$56,909.07	\$19,127.93	74.8
1.22 UNEMPLOYMENT COMPENSATION	\$4,867.00	\$0.00	\$4,867.00	\$0.00	\$3,659.74	\$1,207.26	75.2
1.23 EMPLOYER'S CONTRIB.- PERF	\$64,814.00	\$0.00	\$64,814.00	\$0.00	\$51,163.60	\$13,650.40	78.9
1.24 EMPLOYER'S CONTRIB.- INS.	\$84,247.00	\$0.00	\$84,247.00	\$6,369.03	\$55,530.62	\$28,716.38	65.9
Subtotal	\$1,260,195.00		\$1,260,195.00	\$101,581.83	\$931,856.50	\$328,338.50	73.9
<i>2. Supplies</i>							
2.11 OFFICIAL RECORDS	\$550.00	\$0.00	\$550.00	\$0.00	\$630.33	(\$80.33)	114.6
2.12 STATIONERY AND PRINTING	\$500.00	\$0.00	\$500.00	\$0.00	\$140.45	\$359.55	28.1
2.13 OTHER OFFICE SUPPLIES	\$10,500.00	\$0.00	\$10,500.00	\$730.13	\$7,743.51	\$2,756.49	73.7
2.21 CLEANING & SANITATION SUPPLIES	\$6,000.00	\$0.00	\$6,000.00	\$362.87	\$4,409.82	\$1,590.18	73.5
2.23 OTHER OPERATING SUPPLIES	\$4,800.00	\$0.00	\$4,800.00	\$366.11	\$3,428.85	\$1,371.15	71.4
2.31 BUILDING MATERIALS & SUPPLIES	\$1,000.00	\$0.00	\$1,000.00	\$6.87	\$589.02	\$410.98	58.9
2.32 PAINT AND PAINTING SUPPLIES	\$200.00	\$0.00	\$200.00	\$127.80	\$503.49	(\$303.49)	251.7
2.33 REPAIR PARTS	\$550.00	\$0.00	\$550.00	\$0.00	\$194.40	\$355.60	35.3
2.41 LIBRARY SUPPLIES	\$13,250.00	\$0.00	\$13,250.00	\$387.68	\$9,179.92	\$4,070.08	69.3
2.42 MARKETING SUPPLIES	\$200.00	\$0.00	\$200.00	\$0.00	\$10.59	\$189.41	5.3
Subtotal	\$37,550.00		\$37,550.00	\$1,981.46	\$26,830.38	\$10,719.62	71.5

<i>Account # Description</i>	<i>Annual Appropriation</i>	<i>Change to Appropriation</i>	<i>Current Appropriation</i>	<i>Disbursements This Month</i>	<i>Disbursements YTD</i>	<i>Balance</i>	<i>Percent</i>
<i>3. Other Services and Charges</i>							
3.13 LEGAL SERVICES	\$5,000.00	\$0.00	\$5,000.00	\$342.00	\$7,694.75	(\$2,694.75)	153.9
3.14 OTHER PROFESSIONAL SERVICES	\$5,670.00	\$25.00	\$5,695.00	\$0.00	\$3,284.00	\$2,411.00	57.7
3.21 TELEPHONE	\$3,600.00	\$0.00	\$3,600.00	\$425.83	\$4,436.51	(\$836.51)	123.2
3.22 POSTAGE	\$4,500.00	\$0.00	\$4,500.00	\$365.94	\$3,264.63	\$1,235.37	72.5
3.23 MILEAGE	\$20,355.00	\$0.00	\$20,355.00	\$1,355.16	\$15,004.44	\$5,350.56	73.7
3.24 PROFESSIONAL MEETINGS	\$7,944.00	\$0.00	\$7,944.00	\$551.88	\$5,575.92	\$2,368.08	70.2
3.25 FREIGHT	\$1,800.00	\$0.00	\$1,800.00	\$50.37	\$1,039.23	\$760.77	57.7
3.26 NETWORKING	\$31,200.00	\$0.00	\$31,200.00	\$1,060.00	\$1,548.03	\$29,651.97	5.0
3.31 ADVERTISING & PUBLIC NOTICES	\$1,100.00	\$0.00	\$1,100.00	\$247.18	\$750.44	\$349.56	68.2
3.33 MARKETING ADVERTISING	\$900.00	\$0.00	\$900.00	\$40.00	\$741.43	\$158.57	82.4
3.41 OFFICIAL BONDS	\$155.00	\$0.00	\$155.00	\$0.00	\$0.00	\$155.00	0.0
3.42 OTHER INSURANCE	\$23,667.00	\$0.00	\$23,667.00	\$13,686.00	\$26,655.00	(\$2,988.00)	112.6
3.51 GAS	\$50,000.00	\$0.00	\$50,000.00	\$166.30	\$19,855.76	\$30,144.24	39.7
3.52 ELECTRICITY	\$65,000.00	\$0.00	\$65,000.00	\$6,147.76	\$51,866.55	\$13,133.45	79.8
3.53 WATER	\$1,083.00	\$0.00	\$1,083.00	\$101.35	\$835.35	\$247.65	77.1
3.54 WASTE DISPOSAL SERVICES	\$4,550.00	\$0.00	\$4,550.00	\$335.75	\$3,500.32	\$1,049.68	76.9
3.61 BUILDING & STRUCTURES	\$51,090.00	\$1,980.61	\$53,070.61	\$3,962.61	\$36,972.38	\$16,098.23	69.7
3.62 EQUIPMENT REPAIRS	\$700.00	\$0.00	\$700.00	\$0.00	\$1,877.14	(\$1,177.14)	268.2
3.72 EQUIPMENT RENTALS	\$245.00	\$0.00	\$245.00	\$9.95	\$211.55	\$33.45	86.3
3.91 DUES	\$2,312.00	\$0.00	\$2,312.00	\$0.00	\$746.50	\$1,565.50	32.3
3.93 TAXES & ASSESSMENTS	\$325.00	\$0.00	\$325.00	\$0.00	\$0.00	\$325.00	0.0
3.94 TRANSFER TO LIRF	\$30,000.00	\$0.00	\$30,000.00	\$0.00	\$0.00	\$30,000.00	0.0
3.95 BOOK REIMBURSEMENT	\$100.00	\$451.46	\$551.46	\$59.99	\$517.38	\$34.08	93.8
3.96 PETTY CASH	\$120.00	\$0.00	\$120.00	\$0.00	\$0.00	\$120.00	0.0
3.98 MAINTENANCE/SERVICE CONTRACTS	\$77,054.00	\$0.00	\$77,054.00	\$2,521.55	\$80,516.51	(\$3,462.51)	104.5
Subtotal	\$388,470.00	\$2,457.07	\$390,927.07	\$31,429.62	\$266,893.82	\$124,033.25	68.3

<i>Account # Description</i>	<i>Annual Appropriation</i>	<i>Change to Appropriation</i>	<i>Current Appropriation</i>	<i>Disbursements This Month</i>	<i>Disbursements YTD</i>	<i>Balance</i>	<i>Percent</i>
<i>4. Capital Outlays</i>							
4.4 FURNITURE & EQUIPMENT	\$7,175.00	\$0.00	\$7,175.00	\$0.00	\$3,491.16	\$3,683.84	48.7
4.51 BOOKS	\$144,000.00	\$3,306.30	\$147,306.30	\$7,603.64	\$96,332.54	\$50,973.76	65.4
4.52 PERIODICALS & NEWSPAPERS	\$21,132.00	\$378.48	\$21,510.48	\$818.94	\$16,344.43	\$5,166.05	76.0
4.53 NONPRINTED MATERIALS	\$75,099.00	\$884.38	\$75,983.38	\$2,345.82	\$46,037.32	\$29,946.06	60.6
Subtotal	\$247,406.00	\$4,569.16	\$251,975.16	\$10,768.40	\$162,205.45	\$89,769.71	64.4
Grand Total	\$1,933,621.00	\$7,026.23	\$1,940,647.23	\$145,761.31	\$1,387,786.15	\$552,861.08	71.5

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

Appropriation Report for 130 LIRF FUND

Jasper County Public Library

Report Date: From 9/1/2009 To 9/30/2009

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent
3. Other Services and Charges							
3.14 OTHER PROFESSIONAL SERVICES	\$10,000.00	\$0.00	\$10,000.00	\$0.00	\$0.00	\$10,000.00	0.0
3.61 BUILDING & STRUCTURES	\$70,000.00	\$0.00	\$70,000.00	\$2,287.00	\$2,287.00	\$67,713.00	3.3
Subtotal	\$80,000.00	\$0.00	\$80,000.00	\$2,287.00	\$2,287.00	\$77,713.00	2.9
Grand Total	\$80,000.00	\$0.00	\$80,000.00	\$2,287.00	\$2,287.00	\$77,713.00	2.9

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

Appropriation Report for 151 RAINY DAY FUND

Jasper County Public Library

Report Date: From 9/1/2009 To 9/30/2009

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent
<i>3. Other Services and Charges</i>							
3.14 OTHER PROFESSIONAL SERVICES	\$0.00	\$0.00	\$0.00	\$602.00	\$7,940.70	(\$7,940.70)	0.0
3.61 BUILDING & STRUCTURES	\$23,000.00	\$150,000.00	\$173,000.00	\$0.00	\$0.00	\$173,000.00	0.0
Subtotal	\$23,000.00	\$150,000.00	\$173,000.00	\$602.00	\$7,940.70	\$165,059.30	4.6
<i>4. Capital Outlays</i>							
4.4 FURNITURE & EQUIPMENT	\$700.00	\$0.00	\$700.00	\$0.00	\$0.00	\$700.00	0.0
Subtotal	\$700.00		\$700.00	\$0.00	\$0.00	\$700.00	0.0
Grand Total	\$23,700.00	\$150,000.00	\$173,700.00	\$602.00	\$7,940.70	\$165,759.30	4.6

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

Changes to Appropriations

<i>Date</i>	<i>Fund</i>	<i>Account</i>	<i>Amount</i>	<i>Reason</i>
6/1/2009	100 OPERATING FUND	3.14 OTHER PROFESSIONAL SERVICES	\$25.00	Reimbursement for Cancelled Program-Fulkerson A/P #281
9/14/2009	100 OPERATING FUND	3.61 BUILDING & STRUCTURES	\$1,980.61	Insurance Claim -Elevator Relay, A/P#811
7/10/2009	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$16.00	Refund on book return in May, J. Dinga, 3/21/09
7/10/2009	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$25.00	Refund on Book return in Feb, L. Bausman 1/26/09
7/10/2009	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$7.00	Refund on DVD return in Feb, S. Thompson, 1/2/09
7/10/2009	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$15.99	Refund on Book return in Feb, T. Jones1/20/09
7/10/2009	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$12.95	Refund on Book return inMar, D. Holmes 2/17/09
7/10/2009	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$17.99	Refund on Book return in Mar, T. Gazaway 2/23/09
7/10/2009	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$38.95	Refund on audiobook return in Apr, D. Doty, 2/7/09
7/10/2009	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$6.99	Refund on book return in May, A. Kozyra, 3/13/09
7/10/2009	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$24.95	Refund on book return in May, R. Luke, 2/19/09
7/10/2009	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$15.00	Refund on book return in May, R. fase, 4/16/09
7/10/2009	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$10.95	Refund on book return in June, C. Villarreal, 5/16/09
7/10/2009	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$54.99	Refund on playaway returned in Apr, L. VanderMolen, 1/21/09
7/10/2009	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$10.95	Refund on book return in Jul, J. Crawford, 3/6/09
7/10/2009	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$32.90	Refund on books return in Apr, D. Loslo, 2/20 & 3/12
7/10/2009	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$8.95	Refund on book return in June, H. Conrad, 5/20/09
8/10/2009	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$5.99	Refund on found lost book, 6/23 - K. Barrett, A/P #709
8/10/2009	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$29.99	Refund on found lost book, 7/11- I. Evans, A/P#704
8/10/2009	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$29.98	Refund on found lost book,8/3 - M. Johns, A/P #712
8/10/2009	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$25.95	Refund on found lost book, 5/30 - S. Greene, A/P#724
9/14/2009	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$14.99	Refund on ret'd lost CD(4/21/09), A/P #783
9/14/2009	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$35.00	Refund on ret'd lost bk (8/23/09), A/P #809
9/14/2009	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$10.00	Refund on ret'd lost CD (7/20/09), A/P #833
1/2/2009	100 OPERATING FUND	4.51 BOOKS	\$3,300.53	Encumbered per Board Mtg Approval, 12/30/08
9/15/2009	100 OPERATING FUND	4.51 BOOKS	\$5.77	Refund/Reimbursement on Tax paid on Book using Visa (Dj)
3/31/2009	100 OPERATING FUND	4.52 PERIODICALS & NEWSPAPERS	\$363.48	Refund/Reimbursement for Wall Street Journal A/P #217

<i>Date</i>	<i>Fund</i>	<i>Account</i>	<i>Amount</i>	<i>Reason</i>
9/30/2009	100 OPERATING FUND	4.52 PERIODICALS & NEWSPAPERS	\$15.00	Refund-Magazine, PSS pd 4/09, A/P #327
1/2/2009	100 OPERATING FUND	4.53 NONPRINTED MATERIALS	\$884.38	Encumbered per Board Mtg Approval, 12/30/08
1/2/2009	130 LIRF FUND	3.61 BUILDING & STRUCTURES	\$64,586.00	Encumbered per Board Mtg Approval, 12/30/08
1/19/2009	130 LIRF FUND	3.61 BUILDING & STRUCTURES	(\$64,586.00)	Board Negated encumbrance-contract voided
1/2/2009	151 RAINY DAY FUND	3.61 BUILDING & STRUCTURES	\$122,992.00	Encumbered per Board Mtg Approval, 12/30/08
1/19/2009	151 RAINY DAY FUND	3.61 BUILDING & STRUCTURES	(\$122,992.00)	Board Negated encumbrance-contract voided
4/28/2009	151 RAINY DAY FUND	3.61 BUILDING & STRUCTURES	\$150,000.00	Additional Appropriation approved by DLGF

Net Changes by Fund

<i>Fund Number</i>	<i>Net Change</i>
100	\$7,026.23
130	\$0.00
151	\$150,000.00

Voucher List**Jasper County Public Library****Report Date: From 9/1/2009 To 9/30/2009**

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
28651	766	ALLIED WASTE SERVICES #71	9/10/2009	Trash Service @Wh. Lib, September 2009	\$52.35
28652	767	ANTHEM BLUE CROSS BLUE S	9/10/2009	Health Insurance Premium-September - 19 employees	\$8,912.93
28653	768	ANTHEM LIFE	9/10/2009	Life Ins Premium-September	\$95.39
28654	769	FIRST TRUST CREDIT UNION	9/10/2009	Direct Deposits w/held from 10 September 09 Payroll-6 participants	\$1,864.81
28655	770	GREAT-WEST RETIREMENT S	9/10/2009	Annuity Contributions from 10 September 09 Payroll - 7 participants	\$1,260.00
0	771	INDIANA DEPARTMENT OF RE	9/20/2009	State & County Tax w/held July 2009, Verif #32, Ref #39303	\$5,422.85
0	772	IRS USA TAXPAYMENT	9/11/2009	FICA & Federal Taxes w/held 10 September 09 Payroll, ref #00422483	\$9,613.10
28656	773	JOSEPH ZELLON	9/10/2009	Courier Mileage, 8/16/09-8/31/09	\$363.00
28657	774	NORTHWESTERN INDIANA TE	9/10/2009	Local Phones-DeM. September	\$166.72
28658	775	TOWN OF DEMOTTE	9/10/2009	Sewer Service-DeM, August 2009	\$68.42
28659	776	TOWN OF WHEATFIELD SEW	9/10/2009	Sewer Service, September 2009 @ Wh. Lib.	\$56.65
0	777	PAYROLL	9/10/2009	PAYROLL	\$44,859.22
28660	778	ANGELA BARTON	9/14/2009	AV Shopping Trip Mileage, Expenses & Materials; Mileage: Books2 Bridge, Ref Workshop, Distribute bk bags.	\$206.62
28661	779	BAKER & DANIELS, LLP	9/14/2009	Unemployment Comp Legal Advice	\$342.00
28662	780	BOOKPAGE	9/14/2009	Annual Subscription-100 copies	\$432.00
28663	781	BAKER & TAYLOR	9/14/2009	Books, AV, Gift Bks, Continuations	\$6,300.70
28664	782	BAKER & TAYLOR ENTERTAIN	9/14/2009	DVDs	\$30.69
28665	783	BARBARA LEA	9/14/2009	Refund on ret'd CD less processing fees	\$14.99
28666	784	BARNES & NOBLE	9/14/2009	Books	\$199.82
28667	785	BLUETARP FINANCIAL, INC	9/14/2009	Paint rollers, masking tape, paint, trays; file cab. keys,hardware.	\$77.84
28668	786	BORDERS	9/14/2009	DVDs	\$186.37
28669	787	BRENT HOFFMAN	9/14/2009	Lawn Mowing-August 2009, Rens, DeM, Whetfld	\$210.00
28670	788	CAPITAL ONE BANK (USA), NA	9/14/2009	Notary seal, Meeting expenses, CYPD Hotel & Meals, Domain Name renewal, DVDs, cleaning wipes, gift certificates/cards, gift books, magazine subsc.; appropriation correction (A/P #679)	\$1,838.99
28671	789	CARDINAL OFFICE PRODUCT	9/14/2009	Qty Maintenance DeM Copier Lanier 425c (4/21-7/21/09)	\$250.20
28672	790	CENTRAL STATES SALES CO	9/14/2009	Ceiling Spotlight Bulbs	\$37.50
28673	791	CULLIGAN OF KOUTS	9/14/2009	Bottled Water & Sep Rental-Wh. Lib.	\$34.70
28674	792	DEMCO	9/14/2009	Genre Labels, Liq. Adhesive, Book Tape, Picture Frames	\$66.92
28675	793	DIANA KOOY	9/14/2009	Sandhill Crane Festival Booth, IDEM Workshop Expense	\$46.86
28676	794	DUCKWALL-ALCO STORES, IN	9/14/2009	NLW Sign-up incentives-DeM	\$10.00
28677	795	EMBARQ	9/14/2009	Rensselaer Local Phone, Sep 2009	\$140.61
28678	796	EMILY DURAN	9/14/2009	Mileage: AV Trip, Lincoln Exhibit	\$125.95
28679	797	EDUCATION NETWORKS OF A	9/14/2009	Internet T-1 Lines, August 2009	\$1,110.00
28680	798	FASE'S WATER TREATMENT &	9/14/2009	Redout-5 bags for softener @ DeM	\$60.00
28681	799	FLEX-PAC INC	9/14/2009	Trash bags, Glene Window Clnr, Foam Soap	\$362.87
28682	800	GAIL JUNG	9/14/2009	DeMotte Petty Cash reimbursements (postage, dowel rods, keys)	\$27.40
28683	801	GAIL JUNG	9/14/2009	Camlock/Key for Rens Display Cabinet; Mileage: Bank Deposit, Post Office, Auditor's, Paint, Misc. Supplies	\$18.93
28684	802	GALE	9/14/2009	Books; Continuations- Ency of Associations	\$957.24
28685	803	GAYLORD BROS.	9/14/2009	Spine Label sets	\$178.08
28686	804	INDIANA INSURANCE COMPA	9/14/2009	Semi-Annual Building Insurance, Workman Comp Policy Premium	\$13,686.00
28687	805	H.L. MOHLER & ASSOCIATES	9/14/2009	Prof Services-DeM Re-roof project, & expenses	\$602.00

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
28719	806	INDIANA LIBRARY FEDERATIO	9/14/2009	Legislative/Insurance Workshop-Stringfellow, Jung.	\$106.00
28689	807	INSPIRATIONAL DISTRIBUTOR	9/14/2009	Christian Books	\$59.87
28690	808	KANKAKEE VALLEY PUBLISHI	9/14/2009	Budget Legal Ad-KV Post & Rens Rep.	\$247.18
28691	809	KAREN L. ELLERTHORPE	9/14/2009	Ret'd Lost book less processing fees	\$35.00
28692	810	KOLORTECH, INC.	9/14/2009	Fluorescent 3' Tubes	\$119.40
28693	811	KONE, INC.	9/14/2009	Elevator Repair - Bad Relay due to power outage	\$2,980.61
28694	812	LINDA POORTENGA	9/14/2009	Mileage: Mgrnt, B2Bridge Meeting & Delivery of B2B books	\$128.70
28695	813	LINDA THOMPSON	9/14/2009	Books, Mileage: Bank Deposits	\$56.59
28696	814	M. LEE SMITH PUBLISHERS LL	9/14/2009	Indiana Employment Law Letter subscription, 2009-10	\$367.00
28697	815	McDANIEL FIRE SYSTEMS, LLC	9/14/2009	Battery for Fire Panel-DeM Lib	\$382.00
28698	816	MELISSA J. WIDNER	9/14/2009	Mileage: Lincoln Exhibit	\$70.40
28699	817	MIDWEST TAPE	9/14/2009	DVDs	\$107.93
28700	818	NIPSCO	9/14/2009	Whetfld Utilities, 7/31-8/31/09	\$1,715.62
28701	819	NORWEJ	9/14/2009	Meter Fee final installment	\$390.00
28702	820	OFFICE DEPOT	9/14/2009	Security Envelopes, HP Laser Cartridges, Correction Fluid, Poly-string Envelopes	\$776.49
28703	821	OSBY WATER CONDITIONING	9/14/2009	Peroxide for Softener @ Whetfld	\$76.00
28704	822	PATTY STRINGFELLOW	9/14/2009	Mileage: Br. Visits, Whetfld Roof Inspection-Gough, Long-range Planning	\$117.70
28705	823	PEGGY WOODS	9/14/2009	Mileage: Post Office & AV Trip	\$46.15
28706	824	POSTMASTER	9/14/2009	Postage Stamps: 100 each of \$.98, \$.28, \$.78, \$.79, and \$.64.	\$347.00
28707	825	PRECISION CONTROL SYSTE	9/14/2009	3rd Qtr HVAC Maintenance @ DeM & Rens.	\$1,705.00
28708	826	RECORDED BOOKS, LLC	9/14/2009	Audio Non-Print & PlayAway Replacement	\$51.07
28709	827	REGENT BOOK CO., INC.	9/14/2009	BH&G Kitchen & Bath Ideas (Sep/Oct) - Continuations	\$13.28
28710	828	SCHOLASTIC LIBRARY PUBLIS	9/14/2009	America the Beautiful Series: States	\$481.00
28711	829	SUE TOBIAS	9/14/2009	Mileage: Bank Deposits, Post Office, Employee Orientation	\$23.05
28712	830	TAPED EDITIONS	9/14/2009	PlayAways	\$280.45
28713	831	UNIQUE MANAGEMENT SERVI	9/14/2009	Collections, Initial & Secondary - July & Aug 2009	\$482.55
28714	832	UPSTART	9/14/2009	BookMarks, Pirate Coins-Ch. Reading Prog.	\$31.12
28715	833	VALERIE M. LEE	9/14/2009	Ret'd lost CD less processing fees	\$10.00
28716	834	VISION SERVICE PLAN- (IN)	9/14/2009	Vision Premium, Sep 2009 (19 employees)	\$171.62
28717	835	WAL-MART COMMUNITY BRC	9/14/2009	Paint, brushes, masking tape, pencils, CD-RW, batteries, SDD Day candy, DVDs, Ch/Teen/Summer Rdg program supplies	\$621.40
28718	836	YVONNE DEL VECCHIO	9/14/2009	Mileage: Walking Books- DeM, Community Connection deliveries	\$44.94
0	837	PAYROLL	9/25/2009	PAYROLL	\$43,789.43
28720	838	AFLAC	9/25/2009	Supplemental Insurance Premium w/held from September Payrolls	\$246.66
28721	839	CHICAGO TRIBUNE	9/25/2009	Newspaper Subscription, DeM. Lib 9/14/09-3/14/10	\$149.50
28722	840	CITY OF RENSSELAER	9/25/2009	Rens. Lib Utilities, 8/11/09-9/9/09	\$2,610.54
28723	841	EMBARQ COMMUNICATIONS I	9/25/2009	Long Distance Calls, Rens-DeM-Wh-Oct	\$53.75
28724	842	EMBARQ	9/25/2009	Local Phones-Wh-October	\$64.75
28725	843	FIRST TRUST CREDIT UNION	9/25/2009	Direct Deposits w/held from 25 September 09 Payroll-6 participants	\$1,986.81
28726	844	GREAT-WEST RETIREMENT S	9/25/2009	Annuity Contributions from 25 September 09 Payroll - 7 participants	\$1,260.00
0	845	IRS USA TAXPAYMENT	9/28/2009	FICA & Federal Taxes w/held 25 September 09 Payroll, ref #00687167	\$9,417.85
28727	846	JOSEPH ZELLON	9/25/2009	Courier Mileage, 9/1/09-9/15/09	\$297.00
28728	847	NIPSCO	9/25/2009	DeMotte Utilities, 8/6/09-9/4/09	\$2,222.83
28729	848	ANDREE BUILDERS, INC	9/25/2009	10% Deposit for DeMotte Masonry Project	\$2,287.00
121	849	JASPER COUNTY PUBLIC LIBR	9/25/2009	Transfer from LIRF for DeMotte Masonry Project	\$2,287.00

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
<i>Total Amount of Claims</i>					\$179,008.96

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Thursday, October 01, 2009

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of pages, and except for vouchers not allowed as show on the Register such vouchers are allowed in the total amount of

Date this 12th day of October, 2009.

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

JASPER COUNTY PUBLIC LIBRARY

Receipt Breakdown

September 30, 2009

F5a

	THIS MONTH	YEAR-TO-DATE	TOTAL RECEIPTS THIS MONTH	TOTAL RECEIPTS YEAR-TO-DATE
3 & FEES:			\$3,023.18	\$28,902.43
DeMotte	\$893.00	\$9,062.69		
Rensselaer	\$1,318.92	\$11,950.76		
Wheatfield	\$811.26	\$7,913.97		
PHOTOCOPIES:			\$764.19	\$6,708.87
DeMotte	\$306.66	\$2,325.06		
Rensselaer	\$281.03	\$2,856.66		
Wheatfield	\$176.50	\$1,527.15		
INTEREST:			\$738.69	\$8,194.35
Checking/Repurchase/Savings/CD's	\$738.69	\$8,194.35		
TAXES:			\$49,596.08	\$1,132,051.44
Property Tax	\$0.00	\$604,922.44		
License Excise Tax	\$0.00	\$63,683.27		
Financial Institution Tax	\$0.00	\$833.73		
CVET(Commercial Vehicle Excise)	\$0.00	\$5,815.49		
Local Option/Certified Shares	\$45,079.83	\$405,718.48		
Local Option/Property Tax Repl.	\$4,516.25	\$51,078.03		
TAXABLE SALES:-.....			\$2.79	\$85.93
REFUNDS:			\$121.02	\$8,940.04
Rebates/Refund	\$20.77	\$384.25		
Insurance Claims/Reimbursements	\$0.00	\$2,035.29		
Meeting Room Rental	\$100.00	\$700.00		
Reimbursement	\$0.00	\$153.18		
Grant Reimbursements	\$0.00	\$292.37		
Miscellaneous Receipts	\$0.25	\$5,374.95		
TOTAL OPERATING FUND RECEIPTS.....			\$54,245.95	\$1,184,883.06
INVESTMENT FUND:-.....			\$30.00	\$60.00
GIFT FUNDS:			\$346.00	\$8,133.99
DeMotte	\$0.00	\$1,452.48		
Rensselaer	\$346.00	\$4,827.21		
Wheatfield	\$0.00	\$1,854.30		
LIB. IMPROV. RESERVE FUND: (Interest).....			\$218.72	\$2,353.11
BOND & INTEREST REDEMPTION FUND:			\$0.00	\$222,252.41
Property Tax	\$0.00	\$200,714.93		
License Excise Tax	\$0.00	\$19,336.41		
Financial Institution Tax	\$0.00	\$254.01		
CVET(Commercial Vehicle Excise)	\$0.00	\$1,947.06		
RAINY DAY FUND:			\$0.00	\$98,549.78
Special CAGIT Distribution	\$0.00	\$98,549.78		
Interest Earned	\$0.00	\$0.00		
STATE TECHNOLOGY FUND GRANT FUND:-.....			\$0.00	\$0.00
CAPITAL PROJECTS FUND:			\$745.18	\$185,733.88
Interest Earned	\$745.18	\$6,643.00		
Property Tax	\$0.00	\$162,377.11		
License Excise Tax	\$0.00	\$14,919.06		
Financial Institution Tax	\$0.00	\$207.26		
CVET(Commercial Vehicle Excise)	\$0.00	\$1,587.45		
HOST/HOSPITALITY FUND:-.....			\$0.00	\$0.00
LEVY EXCESS FUND:-.....			\$0.00	\$84,309.00
SALES TAX:-.....			\$0.21	\$15.79
INSTRUCTION FUND: (Interest Earned).....			\$120.19	\$1,463.07
CASH CHANGE FUND			\$0.00	\$0.00
SUB-TOTAL (page 1).....			\$55,706.25	\$1,787,754.09

Voucher List**Jasper County Public Library****Report Date: From 10/1/2009 To 10/12/2009**

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
0	850	PAYROLL	10/9/2009	PAYROLL	\$44,476.46
28730	851	ALLIED WASTE SERVICES #71	10/9/2009	Trash Service @Wh. Lib, October 2009	\$52.53
28731	852	ANTHEM BLUE CROSS BLUE S	10/9/2009	Health Insurance Premium-October - 19 employees	\$9,806.61
28732	853	ANTHEM LIFE	10/9/2009	Life Ins Premium-October 2009	\$95.39
28733	854	FIRST TRUST CREDIT UNION	10/9/2009	Direct Deposits w/held from 9 October 09 Payroll-6 participants	\$2,008.67
28734	855	GREAT-WEST RETIREMENT S	10/9/2009	Annuity Contributions from 9 October 09 Payroll - 7 participants	\$1,260.00
28735	858	JOSEPH ZELLON	10/9/2009	Courier Mileage, 9/16/09--9/30/09	\$330.00
28736	859	NIPSCO	10/9/2009	Whtfld Utilities, 9/1/09-10/1/09	\$1,653.55
28737	860	NORTHWESTERN INDIANA TE	10/9/2009	Local Phones-DeM. October	\$171.14
28738	861	TOWN OF DEMOTTE	10/9/2009	Sewer Service-DeM, September 2009	\$68.42
28739	862	TOWN OF WHEATFIELD SEW	10/9/2009	Sewer Service, October 2009 @ Wh. Lib.	\$56.65
28740	863	ACE HARDWARE	10/12/2009	Toilet Tank Repair	\$24.98
28741	864	ACP DIRECT	10/12/2009	2 Laser Jet Toners, Inkjet Toner	\$362.65
28742	865	ANDREE BUILDERS, INC	10/12/2009	40% Payment for DeMotte Masonry Project	\$9,148.00
28743	866	ANGELA BARTON	10/12/2009	Styrofoam cups/Fall Festival, Playtime Candy, Happenings Program, Mileage: Books 2 Bridges, Homeschooling Wksp, Counterparts	\$185.36
28744	867	BAKER & DANIELS, LLP	10/12/2009	Review of Documents for Internet Use, Prepare policy for internet use	\$684.00
28745	868	BAKER & TAYLOR	10/12/2009	Books, AV, Gift Bks, Continuations	\$11,334.59
28746	869	BAKER & TAYLOR ENTERTAIN	10/12/2009	DVDs	\$156.93
28747	870	BIERMA HARDWARE, INC.	10/12/2009	Flea powder, Light Bulbs, Wire Nuts, Batteries, Faucet Repair Kit, Round Cone Grind Stone	\$53.36
28748	871	BLUETARP FINANCIAL, INC	10/12/2009	Wireless Chime, Paint, Multipak of Mousetraps	\$44.97
28749	872	BRENDA THOMPSON	10/12/2009	Mileage: Counterparts, Shopping Anniv., Librarians Council	\$120.52
28750	873	BRENT HOFFMAN	10/12/2009	Lawn Mowing-September 2009, Rens, DeM, Whtfld. Rens Weeded and fall cleanup	\$265.00
28751	874	CAPITAL ONE BANK (USA), NA	10/12/2009	Flowers, Fall Festival Supplies, Paper, Scrapbook case, Counterparts Exps, Director's Mtg Exps, Books 2 Bridges Exps, TLC Users Group Mtg Exps, Inspire Wksp Exps, Ann. Gift, SDD exps, Books, Planners, DVD's, CD's, PC Cop Power Supply	\$736.17
28752	875	CARDINAL OFFICE PRODUCT	10/12/2009	Annual Maintenance DeM Patron Copier (9/24/08-9/24/09)	\$269.47
28753	876	CARRIAGE PAPER PRODUCTS	10/12/2009	Circ Receipt paper	\$148.89
28754	877	CENTRAL STATES SALES CO	10/12/2009	Light Bulbs	\$129.15
28755	878	DEMCO	10/12/2009	Norbond Liquid Plastic, Art Gum Eraser, Label Shelf Holder, Vertical Fram, Book Tape, Cork Base Book	\$495.08
28756	879	DIANE OPOLSKI	10/12/2009	Mileage: Bank Deposit, Homepage Mtg, Inspire Wksp	\$51.70
28757	880	DUCKWALL-ALCO STORES, IN	10/12/2009	Afterschool Program Supplies	\$7.87
28758	881	EBSCO PUBLISHING	10/12/2009	Online-Novelist 1 year (10/1/09-10/1/10)	\$2,225.00
28759	882	EDUCATION NETWORKS OF A	10/12/2009	Internet T-1 Lines, September 2009	\$1,110.00
28760	883	FASE-KALUF TV & APPLIANCE	10/12/2009	Microwave Paint	\$8.99
28761	884	FASE'S WATER TREATMENT &	10/12/2009	Redout-14 bags for softener @ DeM	\$168.00
28762	885	FLEX-PAC INC	10/12/2009	Hand soap, Facial Tissues, Gloves, Paper Towels	\$314.28
28763	886	GA FOODS GROUP	10/12/2009	Expenses for Tuesday Movie Night & Director's Mtg	\$17.25
28764	887	GAIL JUNG	10/12/2009	Rensselaer Petty Cash reimbursement-Postage, Batteries, Cleaning Wipes, Janitorial Supplies, Floor Tiles, Highlighters	\$43.13
28765	888	GAIL JUNG	10/12/2009	Mileage: Post Office for ILL, Deliver Bd Packets, Deposit, Board Mtg, Supplies, ILF Legislative Conference	\$152.68
28766	889	GALE	10/12/2009	Books	\$50.76

Printed on Wednesday, October 07, 2009

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<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
28767	890	H.L. MOHLER & ASSOCIATES	10/12/2009	Prof Services-DeM Re-roof project, & expenses	\$784.60
28768	891	HAINES & COMPANY, INC.	10/12/2009	Continuations	\$659.00
28769	892	INDIANA DEPT. OF WORKFOR	10/12/2009	Third Quarter Unemployment Payment 2009	\$456.22
28770	893	INDIANA HISTORICAL SOC.	10/12/2009	Maps of Indiana Counties	\$19.80
28771	894	INDIANA LIBRARY FEDERATIO	10/12/2009	Trustee Memberships Dues	\$1,696.90
28772	895	INDIANA STATE LIBRARY	10/12/2009	PLAC Card Sales, 3rd Quarter 2009	\$60.00
28773	896	INSPIRATIONAL DISTRIBUTOR	10/12/2009	Book	\$13.09
28774	897	INTELLIGENT CLEANING SYST	10/12/2009	Jumbo Toilet Tissue, Multi-Fold Towels, Paper Towels, Purell Hand Sanitizer	\$524.65
28775	898	JASPER COUNTY HOSPITAL	10/12/2009	Qtly Water Testing - Coliform (DeM. Lib.)	\$17.00
28776	899	JENNIFER L. DOUTHIT	10/12/2009	Mileage: Wksp, LC Mtg, Mgmt Mtg, TLC Mtg, LC Mtg	\$185.90
28777	900	JOSEPH ZELLON	10/12/2009	Mileage: Recycle	\$3.30
28778	901	KANKAKEE VALLEY HISTORIC	10/12/2009	Book	\$24.00
28779	902	KANKAKEE VALLEY PUBLISHI	10/12/2009	Newspaper Subscription-DeM. Lib 11/27/09-11/27/10	\$47.00
28780	903	KIRBY RISK CORPORATION	10/12/2009	Compact Fluorescent Bulbs	\$27.30
28781	904	LAMPO GROUP	10/12/2009	Books	\$229.00
28782	905	LINDA POORTENGA	10/12/2009	Mileage: Counterparts Mtg, LLN Mtg, LC Mtg, Management Mtg, TLC Mtg	\$124.30
28783	906	LINDA THOMPSON	10/12/2009	Coffee for Coffee Café-Wh. Lib	\$4.99
28784	907	MELISSA J. WIDNER	10/12/2009	Tootsie Rolls for Volunteers	\$5.58
28785	908	MIDAMERICA BOOKS	10/12/2009	Books-children	\$148.00
28786	909	MIDWEST TAPE	10/12/2009	DVDs	\$339.89
28787	910	NANCY PHILLIPS	10/12/2009	"Pirate" Third Thursday expenses	\$11.35
28788	911	NANETTE SPEACHT	10/12/2009	Mileage: ALA Conference, SDD	\$81.40
28789	912	OFFICE DEPOT	10/12/2009	Wastebasket, 6 Chairmats, Steno pad, index cards, Film Protector	\$312.63
28790	913	CULLIGAN OF KOUTS	10/12/2009	Oct Rental-Wh. Lib.	\$9.95
28791	914	OED OFFICE OF ENERGY & DE	10/12/2009	3rd Qtr Payment, 2009 - PFEPP Loan of 2002	\$2,402.97
28792	915	PATTY STRINGFELLOW	10/12/2009	Incolsa Expenses, Mileage: LLN Mtg, Director's Mtg, LC Council, DeMotte Roof Project Mtg, SDD, Board Mtg, Wheatfield Roof and Smoke Test	\$194.88
28793	916	POPULAR SUBSCRIPTION SE	10/12/2009	Magazines	\$203.52
28794	917	PUBLIC EMPLOYEES' RETIRE	10/12/2009	3rd Qtr PERF Contribution, 2009	\$21,884.76
28795	918	QUILL CORPORATION	10/12/2009	Indexes, Labeler Tape, Envelopes, Toner, Fax Ribbon, Double Sided Tape, Correction Tape, ite-Out Tape, Sticky Notes, 3 Hole Punch, Ruled Pads	\$182.91
28796	919	REBECCA THOMASON	10/12/2009	Returnd Book patron previously paid for	\$6.99
28797	920	EMBARQ	10/12/2009	Local Phones-Rens-October	\$132.90
28798	921	RECORDED BOOKS, LLC	10/12/2009	Audio books, Non Print Literacy, Net Library	\$4,085.14
28799	922	ROEING CORPORATION	10/12/2009	3rd Installment on July 2008 Contract for Technical support	\$5,000.00
28800	923	ROTARY CLUB of RENSSSLAE	10/12/2009	May, June, July, August Dues	\$51.00
28801	924	S & S WORLDWIDE, INC	10/12/2009	Prizes for Fall Festival	\$49.98
28802	925	SCHOLASTIC LIBRARY PUBLIS	10/12/2009	Books	\$113.60
28803	926	SHARON NANNINGA	10/12/2009	Facilitator for ESL Brunch at Demotte	\$25.00
28804	927	SHOW ME BOOKS, INC	10/12/2009	Books	\$26.00
28805	928	TEACH ME	10/12/2009	DVDs	\$31.92
28806	929	THE LIBRARY CORPORATION	10/12/2009	L.S. Software License Support	\$996.00
28807	930	TRU-GREEN LIMITED PARTNE	10/12/2009	Crabapple treatment	\$40.95
28808	931	TYSEN'S FAMILY FOOD CENTE	10/12/2009	Booktalk, storytime, afterschool program expenses	\$19.86
28809	932	ULINE	10/12/2009	Disposable Bags	\$72.70
28810	933	VISION SERVICE PLAN- (IN)	10/12/2009	Vision Premium, Oct 2009 (19 employees)	\$171.62
28811	934	WAL-MART COMMUNITY BRC	10/12/2009	DVDs, Janitorial Supplies, Plastic, Baby Wipes, Priate Week Supplies	\$1,621.39
28812	935	WESTON WOODS	10/12/2009	Audio books	\$567.85
150188	936	GOUGH, INC.	10/12/2009	Smoke Test Performed at Wheatfield	\$322.42

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
150189	937	OFFICE DEPOT	10/12/2009	Wastebaskets	\$17.58
122	938	JASPER COUNTY PUBLIC LIBR	10/12/2009	Transfer from LIRF for DeMotte Masonry Project	\$9,148.00
28813	939	NIPSCO	10/12/2009	DeMotte Utilities, 9/5/09-10/2-09	\$1,994.17
28814	940	PREMIER WASTE & RECYCLIN	10/12/2009	Trash Service, 10/1/09-12/31/09 Demotte Lib.	\$150.00
28815	941	UNIQUE MANAGEMENT SERVI	10/12/2009	Collections, Initial & Secondary - Sept 2009	\$202.68
Total Amount of Claims					\$143,790.84

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Wednesday, October 07, 2009

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 3 pages, and except for vouchers not allowed as show on the Register such vouchers are allowed in the total amount of \$143,790.84

Date this 12th day of October, 2009

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

Agenda
Jasper County Public Library
Board of Trustees Meeting
Monday, November 9, 2009, 7pm
DeMotte Public Library

Opening of Meeting

Moment of Silence

Approval of Consent Agenda & Consent Agenda Items

Action

Minutes of October Board Meeting
Bills/Financial Reports
Policy Review (R 10; R 15; R 19; & R 50)
Advance Tax Draw (R 50)

General Business

Wheatfield Library Roof (R 50)
DeMotte Library Roof Update (R 50-R 51)
Wheatfield Landscaping (R 51)
Health Insurance 2010 (R 51)
Long Range Plan 2010-2014 (R 40 & R 51)
2010 Slate of Officers (R 51)
Year-End Board Meeting (R 51-R 52)
DeMotte Annual Report (R 52)

Discussion
Discussion
Discussion
Action
Action
Information
Action
Information

Director's Report (R 50-R 54)

Information

Items for Future Agendas

Public Forum

Adjournment

MINUTES

Jasper County Public Library Board of Trustees
7:00 PM

October 12, 2009
Rensselaer Library

Present: Mari Anne Sayler, Jody Melton, Natalie Waling, Timothy Schultz Jr., Diana Kooy, Patricia Stringfellow, Gail Jung.

Absent: Susan Deardorff, Joan Floyd & Deana George

Agenda & Consent Agenda Approval: N. Waling moved, M. Sayler seconded, to approve the Consent Agenda and Agenda items, namely, the September Board Meeting minutes, monthly bills, and financial reports, updated Salary Ordinance, and revisions to the Library Credit Card Policy and Equal Employment Opportunity/Anti-Harassment Policy as presented. Motion was unanimously approved.

Budget 2010: A recap of the budget figures was outlined in the board packets. On a motion by N. Waling, seconded by M. Sayler, the board voted to adopt the budgets as presented. Motion was unanimous. The budgets forms were signed and will be submitted to the county auditor in the next two days.

Advanced Tax Draw: In an effort to receive any property tax monies collected as they become available, M. Sayler, made a motion that we request an advanced draw of property taxes collected payable 30 days after submitting the signed resolution. N. Waling seconded the motion. All were in favor.

Town of DeMotte Grant – Safe Route to Schools: DeMotte Town was awarded a grant to provide safe pathways for children to school. The sidewalk project will run the length of 9th Street on the north side of the library. The library already has a sidewalk in place, therefore, should not be impacted by this project.

Wheatfield Landscape: It has been two years since staff and Board evaluated the landscaping at the Wheatfield Library. Keeping up with landscaping and planting beds is an overwhelming job. It takes a huge amount of maintenance, and we do not have the resources we need to maintain it the way we desire. It was agreed that a plan requiring lower maintenance is needed and a clean look is desired, using native plants and flowers. At the request of the Board, P. Stringfellow will contact Dan Perkins of the Jasper County Soil and Water Conservation District to determine if Bruce Shepherd might be willing to develop a landscape plan for the library.

P. Stringfellow reported to the Board that Bruce Shepherd, who maintains our wetlands on a volunteer basis, is concerned about runoff from the bowling alley parking lot and subdivision street behind the library that appears to be polluting the south retention pond. Prior to the Board meeting P. Stringfellow had contacted Mark Dyke, Building Inspector for the Town of Wheatfield, in regards to this concern, asking for his assistance in this matter. Dan Perkins had contacted the Library in regards to sending a letter of concern to the county surveyor. The

Board prefers to work with Mark Dyke as a first step. P. Stringfellow will contact Dan Perkins in regards to the Board's decision.

2010 Slate of Officers: N. Waling, T. Schultz, and J. Melton will create a new slate of officers to present at the November Board Meeting. Officers may not serve in the same capacity for more than two consecutive years. The current President and Secretary are in their second year, and Joan Floyd has expressed verbally that she will soon submit a letter of resignation to the Board and will be unable to complete her current term. County Commissioners will be contacted to appoint a replacement to complete her term which expires at the end of December 2011. J. Floyd should not be considered for an office in 2010.

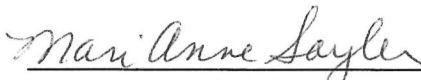
Director's Report: Roofing is expected to commence at the DeMotte Library on Tuesday. The masonry work on the outside staircase is progressing well. The steps have been removed and bricklayer is repairing the pillars.

The smoke test at Wheatfield Library was completed, and a full report was included in board packets. Plywood was inspected by general contractor, plywood supplier and manufacturer, and architect. A report will be forthcoming. Sean Frederick of the Troyer Group has indicated that an action plan is being developed and is expected to be given to the library soon.

The Wheatfield Library was featured in a recent newspaper column written by Jerry Davich. Mr. Davich presented a program at the Library this fall and enjoyed his visit to the Library, finding the Library and staff very inviting. All Board members have been provided a copy of his column.

Future Agenda: Landscape Plan for Wheatfield Library.

Adjournment: With no further matters for discussion, N. Waling moved to adjourn at 7:50 PM. M. Sayler seconded the motion.


Mari Anne Sayler, Secretary pro tem


Attest: Jody Melton, President pro tem

CIRCULATION BY HOLDINGS CODE
October 2009

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
Award Winner JBIO (DAJBIO)	0	0	0	0
Award Winner JE (DAJE)	0	0	0	0
Award Winner JFIC (DAJFIC)	0	0	0	0
Award Winner JNF (DAJNF)	0	0	0	0
Award Winner JPFIC (DAJBPF)	0	0	0	0
Award Winning fiction (DAWFIC)	30	1	0	31
Award Winning non-fiction (DAWNF)	8	0	0	8
Award Winner YAFIC (DAYAF)	0	0	0	0
Award Winner YAPFIC (DAYPBF)	0	0	0	0
Biography (DBIO)	83	2	0	85
Books on CD (DBKCD)	143	10	3	156
Books on Tape (DBKT)	8	0	2	10
Compact Disc (DCD)	525	8	17	550
Digital Audiobooks (DDA)	6	0	0	6
DVD (DDVD)	1994	12	14	2020
Equipment (DEQP)	200	0	1	201
See librarian (DERR)	0	0	0	0
Express Book (DEXP)	42	0	0	42
Fiction (DFIC)	866	30	17	913
Fiction Fantasy (DFICF)	22	1	1	24
Fiction Mystery (DFICM)	146	8	1	155
Fiction New (DFICNEW)	557	26	13	596
Fiction Science Fiction (DFICSF)	16	0	0	16
Fiction Western (DFICW)	34	0	0	34
Genealogy (DGENE)	0	0	0	0
Genealogy Mag (DGMAG)	0	0	0	0
Graphic Novels (DGN)	40	0	6	46
Hanging Bags (DHANG)	17	1	0	18
ILL (DILL)	88	1	0	89
Internet (DINTER)	1492	0	0	1492
Juv. Audio book (DJAUDB)	29	5	1	35
Juv. Biography (DJBIO)	40	1	0	41
Juv. Book on CD (DJBKCD)	0	0	0	0
Juv. Book on Tape (DJBKT)	0	0	0	0
Juv. Compact Disc (DJCD)	50	0	3	53
Juvenile Easy (DJE)	958	18	11	987
Juv. Easy Non-fiction (DJENF)	68	1	0	69
Juv. Easy Reader (DJER)	528	5	3	536
Juv. Fiction (DJFIC)	540	8	9	557
Juv. Holiday books (DJHOL)	124	2	1	127
Juv. Magazine (DJMAG)	76	0	0	76
Juv. Music Cassette (DJMC)	0	0	0	0
Juv. Nonfiction (DJNF)	447	10	9	466
Juv. Nonfic Text Bk (DJNFTB)	0	0	0	0
Juv. Paperback fic (DJPBF)	0	0	0	0
Juv. Professional Coll. (DJPRO)	0	0	0	0
Juv. Reference (DJREF)	2	0	0	2
Juv. Toddler (DJTOD)	158	3	2	163
Large Print Fiction (DLPF)	165	9	1	175

Large Print Nonfic (DLPNF)	8	0	0	8
Magazine (DMAG)	1063	0	7	1070
Music Cassette (DMCAS)	0	0	0	0
Nonfiction 000 (DNF000)	28	0	0	28
Nonfiction 100 (DNF100)	36	3	5	44
Nonfiction 200 (DNF200)	18	0	0	18
Nonfiction 300 (DNF300)	106	11	3	120
Nonfiction 400 (DNF400)	2	0	2	4
Nonfiction 500 (DNF500)	39	2	4	45
Nonfiction 600 (DNF600)	300	8	9	317
Nonfiction 700 (DNF700)	104	6	5	115
Nonfiction 800 (DNF800)	29	5	5	39
Nonfiction 900 (DNF900)	115	1	1	117
Nonfiction DVD (DNFDVD)	73	2	0	75
Nonfiction (DNFIC)	0	0	0	0
Nonfiction New (DNFNEW)	152	10	5	167
Nonfiction VHS (DNFVHS)	32	0	0	32
Oversize (DOVER)	1	0	0	1
Professional Coll. (DPROF)	0	0	0	0
Parent Shelf Juv. Fic (DPSJFic)	0	0	0	0
Parent Shelf Juv. NF (DPSJNF)	8	0	0	8
Reference (DREF)	0	0	0	0
Ref. Magazine (DRMAG)	0	0	0	0
Reference Software (DRSW)	0	0	0	0
Spanish Collection (DSPA)	18	0	0	18
Software (DSWAR)	87	2	0	89
Vertical File (DVF)	5	0	0	5
VHS (DVHS)	369	5	0	374
YA Audio book (DYAUDB)	12	0	0	12
YA Biography (DYAB)	2	0	0	2
YA Books on CD (DYABKCD)	0	0	0	0
YA Books on Tape (DYABKT)	0	0	0	0
YA Fiction (DYAF)	276	7	8	291
YA Nonfiction (DYANF)	40	0	0	40
YA Paperback Fic (DYAPBF)	0	0	0	0
Storage (DZSTO)	13	0	0	13
Award Winner JBIO (RAJBIO)	0	0	0	0
Award Winner JE (RAJE)	0	0	0	0
Award Winner JFIC (RAJFIC)	0	0	0	0
Biography (RBIO)	5	62	2	69
Books on CD (RBKCD)	2	158	2	162
Books on Tape (RBKT)	1	33	0	34
Compact Disc (RCD)	7	399	10	416
Digital Audiobooks (RDA)	1	7	0	8
DVD (RDVD)	11	2840	4	2855
Equipment (REQP)	0	68	0	68
See librarian (RERR)	0	0	0	0
Express Book (REXP)	0	49	0	49
Fiction (RFIC)	26	908	14	948
Fiction New (RFICNEW)	17	424	11	452
Genealogy (RGENE)	0	0	0	0
Genealogy Mag (RGMAG)	0	0	0	0
Gen. Milroy Coll (RGMIL)	0	0	0	0
Graphic Novels (RGN)	1	72	22	95

Hanging Bag (RHANG)	0	9	0	9
ILL (RILL)	0	72	2	74
Internet (RINTER)	0	2197	0	2197
Juv. Audio book (RJAUDB)	1	11	1	13
Juv. Biography (RJBIO)	1	54	0	55
Juv. Book on CD (RJBKCD)	0	0	0	0
Juv. Book on Tape (RJBKT)	0	0	0	0
Juv. Compact Disc (RJCD)	0	27	0	27
Juvenile Easy (RJE)	15	917	8	940
Juv. Easy Non-fiction (RJENF)	2	68	0	70
Juv. Easy Reader (RJER)	0	263	4	267
Juv. Fiction (RJFIC)	27	459	17	503
Juv. Magazine (RJMAG)	0	13	0	13
Juv. Music Cassette (RJMC)	0	0	0	0
Juv. Nonfiction (RJNF)	10	577	7	594
Juv. Paperback fic (RJPBF)	0	0	0	0
Juv. Professional Coll. (RJPRO)	2	0	0	2
Juv. Reference (RJREF)	0	0	0	0
Juv. Toddler (RJ TOD)	2	154	1	157
Large Print Fiction (RLPF)	19	206	1	226
Large Print Nonfic (RLPNF)	0	21	0	21
Magazine (RMAG)	2	441	11	454
Music Cassette (RMCAS)	0	0	0	0
Non-Fiction 000 (RNF000)	2	14	0	16
Non-Fiction 100 (RNF100)	0	33	2	35
Non-Fiction 200 (RNF200)	2	22	0	24
Non-Fiction 300 (RNF300)	8	117	6	131
Non-Fiction 400 (RNF400)	2	4	0	6
Non-Fiction 500 (RNF500)	0	35	0	35
Non-Fiction 600 (RNF600)	14	219	6	239
Non-Fiction 700 (RNF700)	1	136	2	139
Non-Fiction 800 (RNF800)	1	28	0	29
Non-Fiction 900 (RNF900)	5	69	0	74
Nonfiction DVD (RNFDVD)	1	138	1	140
Nonfiction (RNFIC)	0	1	0	1
Nonfiction new (RNFNEW)	10	205	6	221
Nonfiction VHS (RNFVHS)	3	30	0	33
Oversize (ROVER)	0	2	0	2
Professional Coll. (RPRO)	0	1	0	1
Reference (REF)	0	0	0	0
Reference Business (RREFB)	0	0	0	0
Ref. Magazine (RRMAG)	0	0	0	0
Ready Reference (RRR)	0	0	0	0
Reference Software (RRSW)	0	0	0	0
Spanish Collection (RSPA)	0	11	0	11
Software (RSWAR)	0	73	0	73
Vertical File (RVF)	0	1	0	1
VHS (RVHS)	2	208	0	210
YA Audio book (RYAUDB)	0	6	0	6
YA Biography (RYAB)	0	2	0	2
YA Books on CD (RYABKCD)	0	0	0	0
YA Books on Tape (RYABKT)	0	0	0	0
YA Fiction (RYAF)	23	154	8	185
YA Nonfiction (RYANF)	0	42	0	42
YA Paperback Fic (RYAPBF)	0	0	0	0

Storage (RZSTO)	0	0	0	0
Award Winner JE (WAJE)	0	0	0	0
Biography (WBIO)	2	2	24	28
Books on CD (WBKCD)	6	6	182	194
Books on Tape (WBKT)	0	2	11	13
Compact Disc (WCD)	8	15	311	334
Digital Audiobooks (WDA)	0	0	7	7
DVD (WDVD)	21	9	2076	2106
Equipment (WEQP)	0	0	53	53
See librarian (WERR)	0	0	0	0
Express Book (WEXP)	0	0	51	51
Fiction (WFIC)	49	30	452	531
Fiction Fantasy (WFICF)	1	0	2	3
Fiction Mystery (WFICM)	7	13	111	131
Fiction New (WFICNEW)	22	22	385	429
Fiction Science Fiction (WFICSF)	0	2	7	9
Fiction Western (WFICW)	0	0	4	4
Genealogy (WGENE)	0	0	0	0
Genealogy Mag (WGMAG)	0	0	0	0
Graphic Novels (WGN)	1	0	32	33
Hanging Bags (WHANG)	0	2	15	17
ILL (WILL)	1	1	28	30
Internet (WINTER)	0	0	1099	1099
Juv. Audio book (WJAUDB)	1	2	20	23
Juv. Biography (WJBIO)	1	1	17	19
Juv. Book on CD (WJBKCD)	0	0	0	0
Juv. Book on Tape (WJBKT)	0	0	0	0
Juv. Compact Disc (WJCD)	0	0	34	34
Juvenile Easy (WJE)	21	13	780	814
Juv. Easy Non-fiction (WJENF)	0	3	75	78
Juv. Easy Reader (WJER)	2	3	278	283
Juv. Fiction (WJFIC)	15	13	319	347
Juv. Magazine (WJMAG)	0	0	61	61
Juv. Music Cassette (WJMC)	0	0	0	0
Juv. Nonfiction (WJNF)	13	15	391	419
Juv. Paperback fic (WJPBF)	0	0	0	0
Juv. Professional Coll. (WJPRO)	0	0	0	0
Juv. Reference (WJREF)	0	0	1	1
Juv. Toddler (WJTOD)	4	1	200	205
Large Print Fiction (WLPF)	14	8	92	114
Large Print Nonfic (WLPNF)	0	1	5	6
Magazine (WMAG)	3	0	457	460
Non-Fiction 000 (WNF000)	0	0	3	3
Non-Fiction 100 (WNF100)	0	0	16	16
Non-Fiction 200 (WNF200)	4	0	26	30
Non-Fiction 300 (WNF300)	6	4	54	64
Non-Fiction 400 (WNF400)	0	0	2	2
Non-Fiction 500 (WNF500)	0	0	19	19
Non-Fiction 600 (WNF600)	7	8	178	193
Non-Fiction 700 (WNF700)	1	0	93	94
Non-Fiction 800 (WNF800)	0	1	8	9
Non-Fiction 900 (WNF900)	3	0	37	40
Nonfiction DVD (WNFDVD)	1	1	119	121
Nonfiction (WNFIC)	0	0	1	1

Nonfiction New (WNFNEW)	12	5	110	127
Nonfiction VHS (WNFVHS)	0	1	12	13
Professional Coll. (WPROF)	0	0	0	0
Parent Shelf Juv. Fic (WPJF)	0	0	0	0
Parent Shelf Juv. NF (WPSJNF)	0	0	0	0
Reference (WREF)	0	0	0	0
Ref. Magazine (WRMAG)	0	0	0	0
Reference Software (WRSWAR)	0	0	0	0
Spanish Collection (WSPA)	1	0	3	4
Software (WSWAR)	0	0	68	68
Vertical File (WVF)	0	0	4	4
VHS (WVHS)	1	0	286	287
YA Audio book (WYAUSB)	4	0	0	4
YA Biography (WYAB)	0	0	1	1
YA Books on CD (WYABKCD)	0	0	0	0
YA Books on Tape (WYABKT)	0	0	0	0
YA Fiction (WYAF)	18	12	195	225
YA Nonfiction (WYANF)	0	5	31	36
YA Paperback Fic (WYAPBF)	0	0	2	2
Storage (WZSTO)	0	0	2	2
TOTAL	12914	12485	9167	34566

CIRCULATION BY HOLDINGS CODE
October 2009

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
Award Winner JBIO (AJBIO)	0	0	0	0
Award Winner JE (AJE)	0	0	0	0
Award Winner JFIC (AJFIC)	0	0	0	0
Award Winner JNF (AJNF)	0	0	0	0
Award Winner JPFIC (AJPF)	0	0	0	0
Award Winning fiction (AWFIC)	30	1	0	31
Award Winning non-fiction (AWNF)	8	0	0	8
Award Winner YAFIC (AYAF)	0	0	0	0
Award Winner YAPFIC (YAYPBF)	0	0	0	0
Biography (BIO)	90	66	26	182
Books on CD (BKCD)	151	174	187	512
Books on Tape (BKT)	9	35	13	57
Compact Disc (CD)	540	422	338	1300
Digital Audiobooks (DA)	7	7	7	21
DVD (DVD)	2026	2861	2094	6981
Equipment (EQP)	200	68	54	322
See librarian (ERR)	0	0	0	0
Express Book (EXP)	42	49	51	142
Fiction (FIC)	941	968	483	2392
Fiction Fantasy (FICF)	23	1	3	27
Fiction Mystery (FICM)	153	21	112	286
Fiction New (FICNEW)	596	472	409	1477
Fiction Science Fiction (FICSF)	16	2	7	25
Fiction Western (FICW)	34	0	4	38
Genealogy (GENE)	0	0	0	0
Genealogy Mag (GMAG)	0	0	0	0
Gen. Milroy Coll (GMIL)	0	0	0	0

Graphic Novels (GN)	42	72	60	174
Hanging Bags (HANG)	17	12	15	44
ILL (ILL)	89	74	30	193
Internet (INTR)	1492	2197	1099	4788
Juv. Audio book (JAUDB)	31	18	22	71
Juv. Biography (JBIO)	42	56	17	115
Juv. Book on CD (JBOD)	0	0	0	0
Juv. Book on Tape (JBKT)	0	0	0	0
Juv. Compact Disc (JCD)	50	27	37	114
Juvenile Easy (JE)	994	948	799	2741
Juv. Easy Non-Fiction (JENF)	70	72	75	217
Juv. Easy Reader (JER)	530	271	285	1086
Juv. Fiction (JFIC)	582	480	345	1407
Juv. Holiday (JHOL)	124	2	1	127
Juv. Magazine (JMAG)	76	13	61	150
Juv. Music Cassette (JMC)	0	0	0	0
Juv. Nonfiction (JNF)	470	602	407	1479
Juv. Nonfic Text Bk (JNFT)	0	0	0	0
Juv. Paperback fic (JPBF)	0	0	0	0
Juv. Professional Coll. (JPRO)	2	0	0	2
Juv. Reference (JREF)	2	0	1	3
Juv. Toddler (JTOD)	164	158	203	525
Large Print Fiction (LPF)	198	223	94	515
Large Print Nonfic (LPNF)	8	22	5	35
Magazine (MAG)	1068	441	475	1984
Music Cassette (MCAS)	0	0	0	0
Non-Fiction 000 (NF000)	30	14	3	47
Non-Fiction 100 (NF100)	36	36	23	95
Non-Fiction 200 (NF200)	24	22	26	72
Non-Fiction 300 (NF300)	120	132	63	315
Non-Fiction 400 (NF400)	4	4	4	12
Non-Fiction 500 (NF500)	39	37	23	99
Non-Fiction 600 (NF600)	321	235	193	749
Non-Fiction 700 (NF700)	106	142	100	348
Non-Fiction 800 (NF800)	30	34	13	77
Non-Fiction 900 (NF900)	123	70	38	231
Non-Fiction DVD (NFDVD)	75	141	120	336
Nonfiction (NFIC)	0	1	1	2
Nonfiction New (NFNEW)	174	220	121	515
Nonfiction VHS (NFVH)	35	31	12	78
Oversize (OVER)	1	2	0	3
Professional Coll. (PROF)	0	1	0	1
Parent Shelf Juv. Fic (PJF)	0	0	0	0
Parent Shelf Juv. NF (PSJNF)	8	0	0	8
Reference (REF)	84	77	29	190
Reference Business (REFB)	0	0	0	0
Ref. Magazine (RMAG)	0	0	0	0
Ready Reference (RRR)	0	0	0	0
Reference Software (RSWAR)	0	0	0	0
Spanish Collection (SPA)	19	11	3	33
Software (SWAR)	87	75	68	230
Vertical File (VF)	5	1	4	10
VHS	372	213	289	874
YA Audio book (YAUDB)	16	6	0	22
YA Biography (YAB)	2	2	1	5

YA Books on CD (YABKCD)	0	0	0	0
YA Books on Tape (YABKT)	0	0	0	0
YA Fiction (YAF)	317	173	211	701
YA Nonfiction (YANF)	40	47	31	118
YA Paperback Fic (YAPBF)	0	0	2	2
Storage (ZSTO)	13	0	2	15
				0
Free reads	162	661	108	931
Games/Puzzles	0	5	0	5
Talking books	0	0	0	0
Assignment Shelf Books	0	0	0	0
TOTAL	13160	13228	9307	35695

	DeMotte	Rensselaer	Wheatfield	
ADULT BOOKS				
Fiction	2178	2397	1273	5848
Nonfiction	1298	1200	701	3199
CHILDREN'S BOOKS				
Fiction	2300	1858	1632	5790
Nonfiction	726	732	501	1959
YA BOOKS				
Fiction	359	245	273	877
Nonfiction	42	49	32	123
Magazines, Adult	1068	441	475	1984
Magazines, Children	76	13	61	150
Sound Recordings, adult	723	644	545	1912
Sound Recordings, ch	98	57	74	229
Online databases	0	0	0	0
Software	87	75	68	230
Vertical file	5	1	4	10
VHS/DVD	2508	3246	2515	8269
Equipment	200	68	54	322
Total	11668	11026	8208	30902
A-V Circulation	3416	4022	3202	10640
A-V Circulation as % of total	29.3%	36.5%	39.0%	34.4%

October 2009

DEMOTTE			RENSSELAER			WHEATFIELD			Total Circ.
Added	Withdrew	Circu- lation	Added	Withdrew	Circu- lation	Added	Withdrew	Circu- lation	
Vols.	Vols.		Vols.	Vols.		Vols.	Vols.		

END OF MONTH:	DEMOTTE	RENSSELAER	WHEATFIELD
Total Materials Owned	68,935	58,994	44,464
Circulation Increase/Decrease	20.7%	-2.3%	5.1%
XX XXXXXXXXXXXX			
MONTHLY SYSTEM STATISTICS	2008	2009	% change
Current month's Circulation	28,766	30,902	7.4%
Jan. to date circulation	276,227	301,479	9.1%

DEMOTTE COLLECTION		RENSSELAER COLLECTION		WHEATFIELD COLLECTION	
Start of Month	End of Month	Start of Month	End of Month	Start of Month	End of Month
Volumes	Volumes	Volumes	Volumes	Volumes	Volumes
XX					
					ADULT BOOKS
18,662	18,771	11,446	11,457	12,274	12,358 Fiction
18,038	18,112	19,189	19,141	9,844	9,863 Nonfiction
					CHILDREN'S BKS
13,413	13,503	10,931	10,978	9,063	9,034 Fiction
8,785	8,801	5,941	5,946	5,095	5,096 Nonfiction
					YA BOOKS
2,259	2,276	2,277	2,275	1,816	1,827 Fiction
480	482	678	678	164	165 Nonfiction
					0 Magazines, Adult
					0 Magazines, Child
0	0	20	20	0	0 Games, Toys
2,624	2,642	3,089	3,103	2,936	2,970 Sound Rec/Adult
590	589	434	430	547	549 Sound Rec/Child
25	25	16	16	1	1 Online Databases
344	344	355	354	166	166 Software
3	3				Vertical Files
3,217	3,268	4,333	4,454	2,347	2,378 VHS/DVD
119	119	142	142	57	57 Equipment
68,559	68,935	58,851	58,994	44,310	44,464 TOTAL
XX					

JASPER COUNTY PUBLIC LIBRARY MONTHLY REPORT

October 2009

R5

	DeMotte		Rensselaer		Wheatfield		TOTAL	HOURS SPENT
		Hrs.		Hrs.		Hrs.		
INTRALIBRARY LOANS FILLED	182	39	245	53	317	69	744	161
LOCAL HISTORY								
In person	3	1	10	3	4	1	17	5
Letters written	0	0	1	1	0	0	1	1
IN-HOUSE USE - HARDWARE/SOFTWARE								
Internet use	1492	62	2197	92	1099	46	4788	200
Computer software used	190	16	176	15	172	14	538	45
VCR Use	0	0	0	0	0	0	0	0
Microforms	5	1	14	2	0	0	19	3
CD ROM/Online databases	83	7	315	26	220	18	618	52
Typewriter use	0	0	0	0	2	0	2	0
Other equipment used	0	0	9	3	0	0	9	3
OTHER LIBRARY SERVICES USED								
Outreach activities	33	33	13	9	0	0	46	31
Notarized documents	5	1	3	1	1	0	9	2
Meeting Room Use (no. of group	50	17	64	21	31	10	145	48
Study room use	20	2	52	4	29	2	101	8
Proctoring	3	2	0	0	0	0	3	2
Tax Forms distributed	0	0	2	0	0	0	2	0
Pull Requests	0	0	0	0	0	0	0	0
IN-HOUSE USE ITEMS	35		339		260		634	
WIRELESS USE via patron owned pcs	228		141		44		413	
SELF-CHECKOUT USE	428		1049		733		2210	
INTERLIBRARY LOANS								
Requests made for:	89	22	96	24	39	10	224	56
Items rec'd for:	84	42	77	39	29	15	190	95
Items requested by other libraries	0		0		0		0	
Items supplied to other libraries	0	0	0	0	0	0	0	0

REGISTRATIONS

Total Borrowers	8271	8410	4591	21272
Non-resident, paying	1	4	60	65
PLAC card users	0	5	1	6
Reciprocal borrowers	408	398	94	900
Number of New Patrons Added	87	61	50	
Number of Patron Cards Expired	0	3	2	

PROGRAMS

	DeMotte	Rensselaer	Wheatfield	TOTAL	HOURS SPENT
	Hrs.	Hrs.	Hrs.		

Programs for all ages	1	6	3	18	0	0	4	24
Children's Programs (0-13)	8	48	18	108	14	84	40	240
Number attending	147		285		312		744	
YA Programs (14-17)	3	18	2	12	2	12	7	42
Number attending	277		60		9		346	
Adult Programs	1	6	2	12	2	12	5	30
Number attending	54		131		47		232	
Senior Citizen Programs	10	60	7	42	5	30	22	132
Number attending	75		113		33		221	
Total Number of Programs	23	138	32	192	23	138	78	468
Total Persons Attending	553		589		401		1543	
Total Attending Same Month Last	806		1415		681		2902	
Total Staff Hours Spent		382		484		324	1190	1179
Total Number of In-House Program	14		25		19		58	
Total Attendance	162		447		215		824	
Total Number of Outreach Program	9		7		4		20	
Total Attendance	391		142		186		719	

CIRCULATION BY PATRON CODE

PATRONS	DeMotte		Rensselaer		Wheatfield		ALL LIBRARIES	
	Items	% of	Items	% of	Items	% of	Items	% of
	Loaned	Total	Loaned	Total	Loaned	Total	Loaned	Total
Adult	8010	69.1%	7038	64.3%	5232	64.0%	20280	66.0%
Corporate	137	1.2%	59	0.5%	0	0.0%	196	0.6%
Juvenile 0-11	256	2.2%	532	4.9%	261	3.2%	1049	3.4%
Juvenile-AV	1512	13.1%	1235	11.3%	1344	16.4%	4091	13.3%
Nonresident No Fee	119	1.0%	132	1.2%	204	2.5%	455	1.5%
Nonresident Fee	0	0.0%	0	0.0%	0	0.0%	0	0.0%
PLAC (state library card)	0	0.0%	38	0.3%	0	0.0%	38	0.1%
Reciprocal Adult	473	4.1%	349	3.2%	133	1.6%	955	3.1%
Reciprocal Juvenile	16	0.1%	9	0.1%	0	0.0%	25	0.1%
Reciprocal Juvenile AV	52	0.4%	24	0.2%	0	0.0%	76	0.2%
Reciprocal YA	8	0.1%	2	0.0%	2	0.0%	12	0.0%
Reciprocal YA AV	0	0.0%	8	0.1%	3	0.0%	11	0.0%
School	0	0.0%	5	0.0%	0	0.0%	5	0.0%
School AV	0	0.0%	0	0.0%	0	0.0%	0	0.0%
St. Joseph College	0	0.0%	128	1.2%	0	0.0%	128	0.4%
Staff	627	5.4%	1027	9.4%	787	9.6%	2441	7.9%
Walking books	62	0.5%	99	0.9%	0	0.0%	161	0.5%
YA 12-17	63	0.5%	58	0.5%	35	0.4%	156	2.1%
YA-AV	249	2.1%	211	1.9%	175	2.1%	635	2.1%
Total	11584		10954		8176		30714	
All items borrowed by nonresidents	668	5.8%	695	6.3%	342	4.2%	1705	5.6%

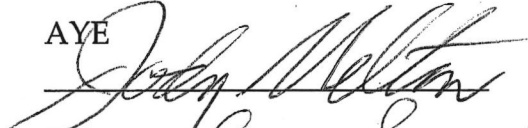
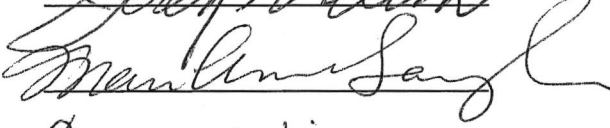
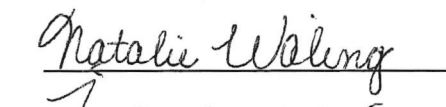
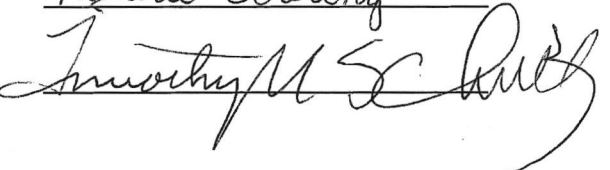
Resolution to Request Advance Draw

Whereas, it has been determined that the Jasper County Public Library needs additional funds to operate; therefore, we the Board of Trustees of the Jasper County Public Library do resolve to approve this request to the County Auditor and County Treasurer for 95% of all possible revenues received to date for the Library Operating Fund, Library Capital Projects Fund, and General Obligation Bond Fund to the Jasper County Public Library, payable 30 days from the date of this resolution.

ADOPTED THIS __9th__ DAY OF __November__, 2009.

NAY

AYE

ATTEST:


Secretary of the Jasper County Public Library Board

Materials Selection Policy

The library sets as its major goals in materials selection: to inform, enrich and empower all residents of the library's service district.

The phrase "library materials" as it occurs in this policy has the widest possible meaning. Included are such materials as books, magazines, movies, audio books and computer software.

Ultimate responsibility for materials selection rests with the Director, who operates within the framework of this selection policy adopted by the Library Board. Actual materials selection is done by librarians and other qualified personnel.

No new format may be added without Board approval.

BUILDING THE COLLECTION

The collection, taken as a whole, will be an excellent and unbiased source of information and recreation. It will include as wide a selection as possible. Subjects and viewpoints will be covered in sufficient depth to meet anticipated and expressed needs.

Selection of materials by the Library does not mean endorsement of the contents or views expressed in those materials. The collection as a whole will be sufficiently diverse to promote no causes, to further no movements, and to endorse no viewpoints.

A. By Library

A special effort is made to adapt each collection to the community which it serves and to keep up with population growth and expanding information needs of the various communities.

1. Rensselaer Headquarters and the DeMotte Library: These libraries will provide well-rounded collections of reference and circulating materials for use by the public, including the more specialized reference and bibliographic aids for the system.
2. Wheatfield Library: The Wheatfield Library will make available materials that will satisfy the general and frequent needs of its community. Selection is not limited to materials purchased for the other libraries.
3. Specialized Collections: To more economically use library funds, each library will be responsible for providing more in depth materials and staff expertise in using those materials in certain fields. Staff in that library will then provide needed information in those fields to patrons at any library in the system.

The Rensselaer Library will be responsible for providing in depth collections and expertise in the areas of Business and Grants. The DeMotte Library will be responsible for providing in depth collections and expertise in the areas of law and biographical reference, ~~and the humanities~~. The Wheatfield Library will be responsible for providing the in depth collection and expertise in the area of health.

B. By Age Group

1. Adult: Selection must be as broad in scope as the interests and needs of the community. Besides aiming at variety and depth, it must recognize a wide range of reading ability and taste.
2. Young Adult: Each library will maintain a collection for young people aged approximately 11-17. This collection is intended primarily as a bridge between children and adult collections. Some titles appear in both the adult and young adult collections or in the children's and young adult collections.
3. Children: This collection will endeavor to satisfy the informational, recreational, and cultural reading interests and needs of children from preschool to age 14.

CRITERIA FOR SELECTION

All acquisitions, whether purchased or donated, will be selected in accordance with one or more of the following criteria:

- Critical reviews and information in professional selection aids
- Effectiveness of style, format and content for intended audience
- Need for breadth and diversity of viewpoints and subjects within the collection
- Relation to existing collection and other materials on the subject
- Reputation and significance of author, publisher, composer and/or artist
- Patron interest
- Cost
- Contemporary significance or permanent value
- Format

The Library recognizes that many materials are controversial and that any given item may offend some patrons. The choice of library materials by users is an individual matter. A person may reject certain items for himself/herself or for his/her family, but he/she does not have the right to restrict access to these materials by others. Selection will not be made on the basis of any anticipated approval or disapproval, but on the merits of the work as it relates to the criteria listed.

The library cannot limit its selection to materials suitable for children and adolescents, but must consider its adult audience; therefore, some materials may be deemed by parents as inappropriate for their children. Since parents' feelings differ and children of the same age differ greatly in levels of maturity the library will not act as judge of what materials a child is mature enough to borrow. This responsibility must remain with the parent.

LOCAL HISTORY

The Jasper County Public Library recognizes the need to collect materials pertaining to the history and past residents of Jasper County.

The Rensselaer, DeMotte and Wheatfield Libraries will collect and retain a copy of all written and photographic materials reasonably available pertaining to the specific communities within which those branches are located. These materials should include oral and written histories of community families. In most cases, the Library is not able to accept clothing and other such historical memorabilia.

The Rensselaer Library is charged with maintaining a specialized genealogy and local history collection concerning Jasper County and the State of Indiana. The DeMotte Library will collect and retain a copy of all materials reasonably available pertaining to the history of the Kankakee Valley area.

GIFTS

Gifts are accepted subject to the following limitations:

1. The Library retains the right to accept or reject any gift.
2. The Library retains the unconditional ownership of the gift.
3. The Library makes the final decision on its use or other disposition of the gift.
4. The Library reserves the right to decide the conditions of display, housing and access to the materials.

COMPLAINTS

Complaints concerning specific materials in the collection should be discussed with the appropriate department or Agency Librarian, and/or Director. If a satisfactory resolution is not reached, the patron may make a written complaint which will be reviewed by a staff committee appointed by the Director. The patron will be notified when the committee has made a determination.

If requested, the decision of the committee may be referred to the Library Board who will determine if Library policy has been followed.

COLLECTION MAINTENANCE

Except in the area of local history, JCPL is not a library of historical record. Therefore, to ensure a vital and useful collection, materials no longer useful to the library system will be disposed of according to good library practice.

USE OF LIBRARY MATERIALS

Library materials are not marked or identified to show approval or disapproval of the contents, and no book or other item is sequestered except for the purposes of protection from injury or theft.

LIBRARY BILL OF RIGHTS

The Library Bill of Rights, which follows, is as precise and concise a statement of our beliefs as can be found. We have adopted it as a part of our overall selection policy.

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

1. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background or views of those contributing to their creation.
2. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
3. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
4. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
5. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
6. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

Adopted June 18, 1948. Amended 2/61, 6/67, and 1/80 by the ALA Council
Policy revised 11/96, 11/99; 11/01; 11/03; revised 11/09

Circulation Policy

Library Cards

No library materials may be borrowed from the JCPL libraries unless the person has a library card in good standing.

Persons who live, work or own property in the JCPL library district, which includes all Jasper County except for Carpenter Township/Remington, are eligible for free Jasper County Public Library cards.

Students attending a public or private school in the library district are eligible for free JCPL cards with full borrowing privileges. St. Joseph's College students are eligible for free one-year JCPL cards with full borrowing privileges. Persons living outside the library district who regularly volunteer at a JCPL library may be given full borrowing privileges at the discretion of the agency librarian.

Temporary residents displaced from their permanent homes due to natural disasters are eligible for a free family card. They must submit their permanent and temporary addresses, with proof, if available. A family may have only one card and may have only five items checked out at any one time. Card will expire after 90 days but is subject to renewal.

Persons living outside the JCPL district may apply for a free JCPL card with full borrowing privileges as a Reciprocal Borrower upon showing a valid resident library card from a library which participates in the Reciprocal Borrowing Program or upon showing a valid PLAC card. Interlibrary loans must be processed at a patron's home library. Reciprocal cards must be renewed annually.

An annual fee of ~~\$57~~ is assessed for other out-of-county residents who do not own property, attend school or work in Jasper County, but wish to have full library privileges. This fee is the same for children and adults, and is NOT waived for Senior Citizens.

The signature of a parent (biological, foster, step) or legal guardian is required before a borrower's card can be issued to an applicant under the age of 18. Because this signature indicates a willingness to be responsible for a child's borrowed materials, a card will not be issued to a child if the parent or legal guardian's borrowing privileges have been revoked.

A corporation existing within the JCPL district may obtain a card for its employees and/or residents. The corporation then becomes responsible for materials borrowed on its card.

Library cards do have expiration dates. Patrons will be required to pay card balance in full when card is renewed. Balance must return to zero at this time. One grace checkout will be allowed when patron is unable to pay balance in full at time of card renewal.

Library Hours

DeMotte: Mon, Tues, Th: 9 AM - 8 PM

Wed: 9 AM - 6 PM

Fri, Sat: 9 AM - 5 PM

Rensselaer: Mon-Th: 9 AM - 8 PM

Fri, Sat: 9 AM - 5 PM

Wheatfield: Mon, Wed, Th.: 9:30 AM - 5:30 PM

Tues: 9:30 AM - 8 PM

Fri, Sat: 9 AM - 5 PM

Loan Periods

Circulating computer software:	3 weeks, with no renewal
DVD's and VHS, nonfiction	3 weeks, with no renewal
DVD's and VHS, entertainment:	2 days, with no renewal
Express Books:	1 week, with no renewal
Newspapers	2 days
All other materials:	3 weeks
Equipment for loan:	1 day (longer by special arrangement)
Computer software:	in house use only
VCR:	in house use only

All materials except DVDs, VHS, Express Books and circulating computer software may be renewed for one additional loan period. If an item is on hold for another patron or on short term loan for a period of time, it may not be renewed.

Books may be borrowed for an extended loan period of 6 weeks (with no renewals) by special arrangement. If a patron has an extended loan item which has been in his/her possession longer than 3 weeks, s/he will be expected to return the item within 3 days after notification that the item has a hold request from another patron.

Entertainment DVD's and/or VHS for classroom use may be checked out for a one week loan period.

Loan Limits

VHS/DVDS: 2 entertainment DVDs, 2 entertainment VHS, 2 nonfiction VHS, and 2 nonfiction DVD's per adult card. Only persons 18 years of age and older may borrow videos, with one exception. Persons 17 and under may borrow VHS/DVD's with parental permission.

Loan limits, continued

Circulating computer software: 4 5 items per borrower's card.

Short term loan materials: On some occasions, materials are put on short term loan so that all students in a class have access to the resources.

CD's: 5 adult cds and 5 jcds per borrower's card.

All other materials: Unlimited loan

Fines and Fees

May only be paid in US currency. Fines will never exceed the original cost of the overdue item, up to a maximum of \$100 per item.

<u>Overdue materials:</u>	Adult Items:	\$.10 per day per item
	Children's room items	\$.05 per day per item
	Express Books & VHS and DVDs:	\$1.00 per day per item
	Vertical file:	\$.10 per vertical file heading per day (up to \$1.00 per heading)
	Overdue materials referred to collection agency:	\$10.00 per borrower plus overdue fines

Equipment Loans: \$2.00 per day; \$10.00 deposit
(exception-LCD projector \$10/day with \$100 deposit) refunded when material is returned undamaged

Lost VHS, DVD, CD or computer software jewel case: \$2.50 per case

Lost audiobook Original retail cost of item plus \$10 processing fee

Lost or damaged pamphlets: \$1.00 per item plus \$1.00 processing fee

Lost or damaged computer software: Original retail cost of item plus \$10.00 processing fee

Lost or damaged computer software

user's guide, notebook: \$5.00 for first item, \$10 for more than 1 item

Lost or damaged magazine: Original retail cost of item plus \$3.00 processing fee

Other lost or damaged materials: Original retail cost of item plus \$5.00 processing fee.

Lost or damaged hanging bag: \$3.00 per item

Lost or damaged bar code \$.10

In cases where the original cost of an item cannot be determined, the patron will be charged the processing fee plus an item cost according to the following schedule:

\$15.00 all hardback books, VHS, DVDs, CDs, lease books

\$5.00 all paperbacks

\$5.00 all magazines

\$1.00 all vertical file items, newspapers, college catalogs

\$25.00 computer software and audiobooks

\$ 5.00 audiobooks (per unit when 1-2 units are missing)

Patrons will be blocked from borrowing materials when overdue fines have accumulated to

\$5.00 or when a borrowed item becomes 8 weeks overdue.

Lost or damaged borrower's card: \$2.00

FAX fees:

Fax of library materials sent by one branch to another at a patron's request:

First 5 pages free; 15 cents for each additional page

Fax of library materials to patron's home or business: 15 cents per page

Photocopy Fees:

Customer-operated copiers

10 cents per single side

20 cents double side

Staff-operated copiers

20 cents single side

40 cents double side

Transparencies:

40 cents each

Printing Fees:

Public Computer Workstations

10 cents per page

Microfilm Workstations

10 cents per page

with Portable Scanners

10 cents per page

Items Available For Purchase (selling price will be indicated on the item):

Computer floppy disks

Flash Drives

Rewriteable Disks

Earbuds

Other Circulation Services

Hold materials: All circulating materials may be held by patrons except VHS, DVD's and Express Books. VHS & DVDs will only be held for teachers using them in educational settings, and for groups needing a video for a particular date. Library staff can also place a reserve for a patron on a video/DVD currently on the shelves of another branch.

Walking books program: Library staff or volunteers will bring books and other library materials to shut-ins who are unable to visit the library.

Intralibrary loan: JCPL staff will attempt to obtain needed resources for patrons from other libraries within the JCPL district.

Interlibrary loan: JCPL staff will attempt to obtain needed resources for patrons from other libraries across the country when necessary. Reciprocal borrowers and PLAC users must request ILL from their home libraries.

Talking books program: A collection of talking books and the equipment with which to use them is available for patrons.

7/96; revised 11/09

Indemnification Policy

Jasper County Public Library

The Library Board desires to protect and defend its officers, directors, administrators, employees and volunteers in ~~any suit arising out of the performance~~ certain legal suits arising out of performance of their duties for, or employment with, the library.

Therefore, the Library Board of the Jasper County Public Library authorizes that any officer, director, administrator, employee or volunteer of the corporation who is named as a defendant in a lawsuit as a result of his/her duties for, or employment with, the Jasper County Public Library shall be provided legal representation at the library's cost and shall be further indemnified and held harmless from any liability, cost or damages connected with said litigation. This indemnification will cover the above-named persons so long as their actions were taken in good faith, were not intentional, and were not the result of malfeasance on their part.

11/99; last reviewed 11/07; revised 11/09



Claim:

Wheatfield Library
350 N. Belma Street
Wheatfield, IN

Product:

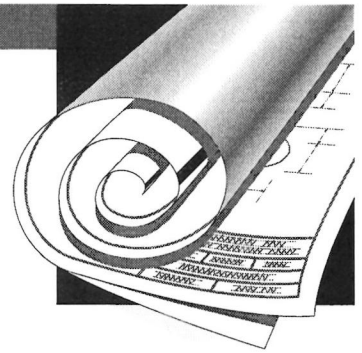
Georgia Pacific
19/32x4x8 CD STRUC 1 EXP1
SOU V-600 40/20 5PLY

Upon inspection of the roof exterior as well as in the attic, it was found that plywood clips were used throughout the job to ensure proper spacing of panels. I did not see any panels that were missing plywood clips. It also appeared from the panels inspected that the nailing patterns used on the plywood were satisfactory.

Thanks,

Kerry Snyder
Outside Sales
Bluelinx Corp.
kgsnyder@bluelinxco.com
574-286-2883

CONDENSATION CAUSES AND CONTROL



Number X485L

October 1997

Whenever moist air comes into contact with a cooler surface, condensation is likely to occur. The cool surface may be the underside of roof sheathing or the inside of wall sheathing in winter, or the underside of a subfloor in summer when the building is air conditioned.

The only requirements for condensation are moist air and a cool surface. In the winter, the moisture content of the indoor air (usually measured as relative humidity or vapor pressure) is important, as is the temperature of the surface on which this moisture could condense. The amount of moisture in the air outdoors is also sometimes a factor.

Condensation can be controlled three ways: (1) reduce the amount of moisture initially in the air; (2) prevent the moisture from reaching a cold surface by introducing a vapor retarder; or (3) carry it away by ventilation.

Condensation Explained

Water stays in the air as vapor as long as the temperature of the air and the amount of water are such that the air can hold it. The amount of water in the air, relative to the amount which the air can hold, is called "relative humidity." Warm air can hold more water vapor than cold air.

Thus, as air with a given amount of water vapor in it is cooled, the relative humidity will rise until a temperature known as the "dew point" is reached. At this point relative humidity becomes 100%, and some of the moisture will condense as "dew." If moist air contacts a surface at or below its dew-point temperature, condensation will occur on that surface.

Water vapor in the air produces "vapor pressure," which is a measure of moisture concentration. Air with high vapor pressure tries to escape to or seek equilibrium with air of lower vapor pressure. The vapor can escape either with a flow of air through cracks or openings in the building shell, or without it by direct penetration of building materials.

"Vapor permeance" is a measure of the ease with which vapor can penetrate solid building materials. Materials with low permeance are rated as "vapor barriers" or, more properly, "vapor retarders."

Changes in construction due to energy-saving features have tended to increase moisture levels within today's homes. Washers, dryers, cooking, showers, indoor steam rooms and swimming pools are sources of water vapor within houses. In older houses, air infiltration around doors and windows, and often directly through cracks in the walls, more or less automatically eliminated condensation. With the tighter, energy-efficient houses being built today, control of condensation must be planned.

Condensation Control

The first step in the control of condensation involves reducing excess moisture inside the home. Vent clothes dryers to the outside and **not** to the attic or crawl space.

Install range hoods over cooking stoves, and operate them when any appreciable amount of steam is being generated. Install exhaust fans in bathrooms and vent them to the outside and **not** to the attic (consider wiring the fan so that it goes on automatically with the bathroom light).

Methods of moisture control vary with location in the house. For attics and enclosed cathedral ceilings, the simplest form of control involves ventilation. A ceiling vapor retarder is recommended in conjunction with ventilation for cathedral ceilings. With today's ever-increasing amounts of insulation and "tighter" construction, a ceiling vapor retarder may not be as necessary for attics when adequate ventilation is provided. Its omission would allow vapor to more easily travel through the ceiling and out through the attic vents. It is important, however, to seal or avoid penetrations for electrical ceiling fixtures, which can allow mass movement of moist air into the roof cavity or attic.

For walls, ventilation is impractical, and condensation controls will generally take the form of vapor retarders. Vapor retarders in walls, and at other locations, should

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always be on or nearest the winter warm side in order to block vapor before it reaches a portion of the construction with a temperature below the dew point. (In hot, humid climates, a wall vapor retarder is sometimes omitted. Check local practice in these areas.) If vapor is allowed to penetrate a wall, and temperature reaches the dew point within the wall, the vapor may condense and cause trouble.

Wood floors are seldom so cool as to cause surface condensation of vapor from within the house. Structural panel floors bonded with exterior adhesives have sufficiently low vapor permeance (1 perm or less) to prevent excessive indoor moisture from escaping into the crawl space, when penetrations or openings are adequately sealed. This is particularly important when insulation is applied to the underfloor area.

Use a vapor-retarder ground cover to prevent introduction of moisture from the ground beneath the house to the crawl space or interior. This is easy in crawl-space houses, where a layer of 6-mil polyethylene over the ground in the crawl space is usually all that is required. It is more difficult in basement houses, where vapor retarders should be installed under basement floors and outside foundation walls.

Condensation in the crawl space is unlikely in winter when a ground cover is used and adequate drainage is provided around the foundation to prevent moisture accumulation. Thus, foundation vents may be closed during the winter for energy savings. Closure of vents in winter for energy saving is particularly effective when foundation walls, rather than the underside of floors, are insulated. This technique is also more effective than floor insulation for preventing summer condensation, particularly when the building is air-conditioned.

TABLE 1

**MINIMUM VENTILATION REQUIREMENTS –
CABO ONE AND TWO FAMILY DWELLING CODE**

Location	Construction	Natural ventilation ^(a) net free area opening as proportion of floor or attic area
Attic and structural spaces	No vapor retarder	1/150
	Vapor retarder in ceiling	1/300
	At least 50% and not more than 80% of required vent area in upper portion of space to be ventilated at least 3 feet above eave or cornice vents ^(b)	1/300
Crawl space	No vapor retarder	1/150
	Vapor-retarder ground cover and one vent opening within three feet of each corner	1/1500

(a) Note that where power attic vents are used, they should provide at least 0.7 cfm per square foot of attic area (15% more for dark roofs), and air intake of one square foot of free opening should be provided for each 300 cfm of fan capacity. Although intended to exhaust warm summer air, power vents should also operate during cold months to help prevent condensation.

(b) Certainly the code provision should not be interpreted to violate a reasonable balance between low and high vents. (For natural ventilation systems, some experts recommend that 60% of net free area should be provided at eaves and 40% at the ridge or high gables. To meet the code provision for minimum 50% high vents, this would require that the free opening of high vents total 1/600 and low vents total 1/400 of attic area, for an overall ratio of 1/240.)

In modern basement houses, ventilation is usually inherent with forced-air heating systems. Ventilation and air movement should be given separate consideration when heating systems are used that do not provide air circulation, such as baseboard heaters.

Ventilation Requirements

Minimum ventilation requirements are usually covered in building codes. The requirements in Table 1 are based on the CABO One and Two Family Dwelling Code and may be used as a guide for residential construction.

The required net free area of vents can be found by multiplying the value in the third column of the table by the appropriate floor or attic area of the building. Note that these are minimum code requirements, which have been found to

be adequate under most normal residential circumstances. However, ventilation in excess of these minimums may be necessary when unplanned moisture is introduced by venting an appliance, such as a dryer, into the space (which is not recommended), or by misdirected surface or rainwater. Care should also be taken to provide adequate extra attic vent area when moisture-laden air is introduced to the attic by "whole-house" fans. In such cases, attic vent area should be increased in accordance with manufacturer's recommendations. Attic ventilation strategy should also consider location of vents to minimize dead air spaces.

Ventilation in excess of minimums may be necessary in high occupancy structures or in structures that contain moisture-producing activities, such as commercial kitchens or laundry facilities. It is traditionally the responsibility of the building

TABLE 2

NET FREE AREA GUIDELINES FOR VENTS AND SCREENS^(a)

Ventilator Type	Area (in. ²)	Net Free Area (in. ²)
Roof (screened "jacks," "button caps")	Vent pipe area ($\pi d^2/4$, where d = pipe diameter in inches)	Area x 0.6
Ridge		18 x lin. ft.
Gable or foundation (louwered and screened)		
Rectangular	Height x width	Area x 0.44
Triangular	1/2 x height x width	Area x 0.44
Soffit	Length x width	Area x 0.3
Screens ^(b)		
1/16" mesh	Height x width	Area x 0.5
1/8" mesh	Height x width	Area x 0.8
1/16" mesh and louvers	Height x width	Area x 0.33
1/8" mesh and louvers	Height x width	Area x 0.44

(a) Estimates only. Check vent manufacturer for actual net free area.

(b) CABO One and Two Family Dwelling Code specifies corrosion-resistant wire mesh with the least dimension being 1/8 inch.

design professional to determine the amount and location of ventilation to assure satisfactory performance.

Ventilation Check List

It is sometimes necessary to inspect an existing building for adequate ventilation where there are signs of unusual moisture. When checking for ventilation, be sure to note the following information:

1. Area of floor and attic to be ventilated.
2. Presence of ground cover and ceiling vapor retarder.
3. Signs of moisture accumulation, including decay, water stains, blistered paint, water standing in crawl space, rusty fasteners or mold growth.
4. Quantity, size, type, location, and condition of roof and foundation vents. Measure vents to be certain of size and check vent manufacturer's data for their net free area.

The free ventilation area published by vent manufacturers varies slightly, so any calculations regarding vent area provided will be approximate. In some cases, the net free area may be marked on the vent. When manufacturer's data is not available, Table 2 may be used to estimate net free vent area.

A vent may actually have zero free area and thus may be ineffective, either permanently or intermittently. Examples include closed foundation vents, covered roof ventilators, inoperative power vents, and eave vents which are clogged or blocked by insulation or paint.

5. Compare actual ventilation with minimum requirements, as shown in the following example.

Example

A 30' x 45' house has a vapor-retarder ground cover in the crawl space. There are four louver-type foundation vents

(46 sq. in. free area per vent). Triangular gable vents (155 sq. in. free area per vent) are at the top of the gables at each end of the house for natural attic ventilation. Does this meet the code minimum ventilation criteria?

1. Determine minimum required ventilation area:

Ratio for attic with at least 50% of vent area in upper half of space to be vented is 1/300. Note, however, that in this case 100% of vent area is in the upper half of the attic, reducing effectiveness of the ventilation and requiring that a ratio of 1/150 be used.

$$\text{Attic vent area required} = \frac{\text{Vertical projection of roof area}}{\text{Ratio}}$$

$$= (30' \times 45') \times 1/150 \\ = 9.0 \text{ sq. ft.} = 1296 \text{ sq. in.}$$

Ratio for crawl space with vapor-retarder ground cover is 1/1500.

$$\text{Crawl space vent area required} \\ = \text{Floor area} \times \text{Ratio} \\ = (30' \times 45') \times 1/1500 \\ = 0.9 \text{ sq. ft.} = 130 \text{ sq. in.}$$

2. Determine total net free area of vents:

Attic vent area = 155 sq. in./vent
x 2 vents = 310 sq. in. (Free area of attic vents is less than that required.)

Crawl space vent area = 46 sq. in./vent
x 4 vents = 184 sq. in. (Free area of crawl space vents is more than that required.)

3. Conclusion:

Crawl space vents meet minimum ventilation requirements, but attic vents are less than 1/4 of the required area. Additional attic venting is required, and could be accomplished by using larger gable vents or adding vents along eaves. Eave vents are recommended.

We have field representatives in most major U.S. cities and in Canada who can help answer questions involving APA trademarked products. For additional assistance in specifying APA engineered wood products, get in touch with your nearest APA regional office. Call or write:

WESTERN REGION

7011 So. 19th St. ■ P.O. Box 11700
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EASTERN REGION

2130 Barrett Park Drive, Suite 102
Kennesaw, Georgia 30144-3681
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**U.S. HEADQUARTERS
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www.apawood.org

PRODUCT SUPPORT HELP DESK

(253) 620-7400

E-mail Address: help@apawood.org

(Offices: Antwerp, Belgium; Bournemouth, United Kingdom; Hamburg, Germany; Mexico City, Mexico; Tokyo, Japan.) For Caribbean/Latin America, contact headquarters in Tacoma.

The product use recommendations in this publication are based on APA – The Engineered Wood Association's continuing programs of laboratory testing, product research, and comprehensive field experience. However, because the Association has no control over quality of workmanship or the conditions under which engineered wood products are used, it cannot accept responsibility for product performance or designs as actually constructed. Because engineered wood product performance requirements vary geographically, consult your local architect, engineer or design professional to assure compliance with code, construction, and performance requirements.

Form No. X485L
Revised August 1999/0100

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The Engineered Wood Association



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Georgia-Pacific

Georgia-Pacific Corporation

55 Park Place (30303)
P.O. Box 740075
Atlanta, Georgia 30374
Telephone (404) 652-3748
FAX (404) 487-3990

October 21, 2009

Product Service Department
BlueLinx Corporation
4300 Wildwood Parkway
Atlanta, GA 30339

Re: 19/32 48X96 CD STRUC I
Grant Street Lumber
G-P Case #147599 BL Claim # 8666

Dear BlueLinx Product Service Representative:

As you are aware, your Outside Sales Representative Kerry Snyder recently conducted a preliminary inspection of the plywood referenced above. The inspection determined the uneven roof surface at issue is caused by panel buckling, not product mismanufacture.

Buckling is caused by movement of the deck substrate under changing moisture conditions, in conjunction with inadequate ventilation, misaligned framing, improper panel attachment, or other product misinstallation.

Georgia-Pacific has long maintained a policy of repairing or replacing materials proven to be defective as a result of mismanufacture. Although we regret the present situation, the complaining parties must understand that the plywood manufacturer cannot reimburse corrective expenses involving buckled panels.

Please forward a copy of our correspondence to the complaining parties. To assist them in determining the adequacy of ventilation, determining all of the causes of the buckling, and selecting the appropriate corrective remedies, we are enclosing technical information published by APA-The Engineered Wood Association.

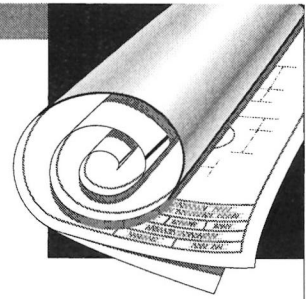
Sincerely,

Charlotte Williams

Charlotte Williams
Product Service Representative
Structural Panels

Enclosures (X485, D481)

BUCKLING OF WOOD STRUCTURAL PANEL SHEATHING



Number D481 • June 2005

Buckling of wood structural panel sheathing such as plywood or oriented strand board (OSB) occasionally results when increased moisture conditions cause the wood to expand. Such buckling may occur between supports or between nails along supports. Although structural properties are unaffected, the waviness affects the building's appearance and may lead to complaints. Builders can significantly reduce the potential for buckling by assuring minimal moisture-content increase in service and/or providing for its natural effects.

MECHANISM OF BUCKLING

All wood-based products absorb moisture from or give up moisture to the environment until they reach a moisture content in equilibrium with their surroundings. This results in swelling or shrinking of the wood. For solid wood, this expansion is 20 to 40 times as great across the grain as along the grain. Structural panels have good dimensional stability because the tendency of individual veneers or strands to swell or shrink crosswise is greatly restricted by the adjacent veneers or strands.

In typical sheathing applications, relative humidity might vary between 40% and 80%, with corresponding equilibrium moisture content of the panels ranging between 6% and 14%. Total dimensional change of an unrestrained 48" x 96" panel exposed to this range of conditions typically averages 1/8" in width or length. If the panel actually gets wet, dimensional change could be slightly greater. Dimensional change in installed panels is partially restrained by fasteners and framing.

The tendency of expansion to cause buckling in structural panels is related to mechanical properties, physical properties and natural characteristics of wood. It is also a function of not spacing panel ends and edges to allow for expansion. Mechanical properties such as panel stiffness relative to the length of span are important. For a given span, a thin panel has a greater tendency to buckle upon expansion than a thicker panel. Physical properties and characteristics of the panel include the natural growth variability of wood, moisture absorption rate of the wood, and panel variables such as species and orientation of veneers or strands. Some of these inherent panel properties are linked to the natural characteristics of wood and are generally either impossible or impractical to control. Therefore, the user should attempt to prevent high moisture conditions by providing adequate ventilation, and also to minimize the effects of moisture by using recommended panel joint spacing and adequate fastening.

DESIGN AND CONSTRUCTION FEATURES THAT REDUCE BUCKLING

Moisture Control

The first step in the prevention of sheathing buckling is to provide adequate moisture control. Ventilation requirements for attics and roof structural spaces, as well as crawl spaces, are usually covered in the building codes. Typical is the One & Two Family Dwelling Code (OTFDC) which requires a *minimum* free area opening (after deducting for screening or louvers) of 1/150 the attic area for natural ventilation. The OTFDC also provides that the required vent area may be reduced by 50% when a ceiling vapor barrier is used, or when half of the required vent area is located in the upper half of the space to be ventilated. Note that these are *minimum* code requirements, which have been found to be adequate under most normal circumstances. However, ventilation in excess of these minimums may be necessary when unplanned moisture is introduced, as by venting an appliance, such as a clothes dryer, into the attic (not recommended), or when moisture-laden air is introduced to the attic by “whole-house” fans.

What may normally be adequate attic ventilation is sometimes inadvertently made ineffective or useless due to poor construction practices during new construction, remodeling or retrofit. It is not uncommon to find the ceiling insulation blocking off the soffit vents. Baffling should be provided at the eaves to prevent the insulation, particularly loose fill types, from drifting over the vent openings. Another poor practice is to vent kitchens or bathrooms directly into the attic, adding extra moisture-laden air that must be exhausted to the outside by ventilation. Instead, such venting should be ducted all the way through the roof, or walls, to the outside.

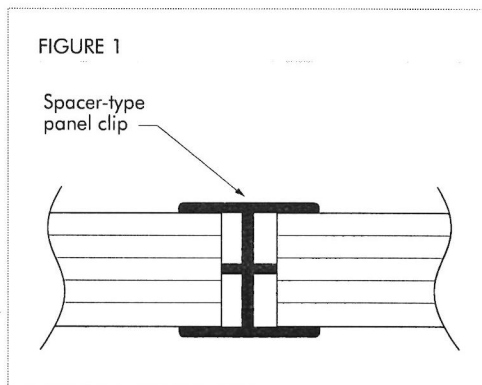
Some construction features, such as flat roofs, don't lend themselves to good circulation of air even where code-required vent openings are provided. In these cases an efficient ceiling vapor barrier is essential, installed so that any penetrations such as light fixtures are carefully sealed by caulk or tape to prevent moisture-laden air movement from the interior of the building.

PANEL INSTALLATION

Sheathing panels require aligned, level framing for a nailing surface. Any misalignment between adjacent trusses or rafters will cause the panel to bend, resulting in a wavy appearance. Many reported claims of panel buckling have, upon thorough field inspection, been traced to misaligned trusses or rafters. Misalignment of trusses or rafters can occur from faulty truss fabrication, poor workmanship during construction, or from warping, shrinking or swelling of lumber after construction. Regardless of the cause, misaligned trusses or rafters impact the long-term appearance of wood roofs.

It is important that end and edge joints be properly spaced during sheathing installation. No matter what steps are taken to protect or seal panel faces and edges, panels will expand or shrink slightly with changes in moisture content. If expansion is prevented by tightly butted joints, resulting compression of the panel could lead to buckling. Spacing of 1/8" is recommended at all panel edges and ends, or as required by the panel manufacturer.* Use of spacer-type panel clips, as shown in Figure 1, will assist in obtaining proper edge spacing. Some builders fashion a spacer tool to assure proper spacing.

Close attention should be paid to proper nail size and spacing and, of course, to assure that fasteners do not miss the supports. Fasteners should be 3/8 inch from panel ends and edges. For ordinary sheathing applications, nail spacings of 6" o.c. at all supported edges and 12" o.c. at intermediate supports have been found adequate to hold panels flat under most conditions. Other nail spacings may be required for engineered construction such as diaphragms.



To the extent possible, structural panel sheathing should be protected from direct moisture, both before and after installation. Cover sheathing with shingle underlayment (or No. 15 roofing felt) as soon as possible to minimize roof sheathing exposure to weather, unless otherwise recommended by sheathing manufacturer. Further equilibration with surrounding air is desirable prior to application of the roof covering (consult shingle manufacturer's recommendations).

Note: Panel spacing is an **APA RECOMMENDATION**, but not a code requirement*, to provide installers with a means of minimizing the potential for panel buckling which can lead to an unsightly appearance and customer complaints. Panel buckling may be an aesthetic or serviceability issue but is not a structural deficiency. There is no reason to expect this recommended space to be maintained when the panels become acclimated. Gaps that were initially present may have closed due to normal moisture-related expansion. If the flatness of sheathing or flooring panels is acceptable, APA would generally recommend that any finish flooring, siding or roofing be installed as planned regardless of whether gaps are present.

*Some manufacturers may require a space at the time of installation.

CORRECTION OF PANEL BUCKLING

If buckling has occurred, assure first that waviness is not actually caused by poor alignment or warping of framing members. Misaligned trusses or rafters make the sheathing appear wavy as if it has buckled. Check for proper alignment by using a taut line or straightedge. Also verify that the panels are properly fastened to the framing.

If panel buckling has indeed occurred, attempt to identify and correct the cause of increased moisture conditions. For example, if roof sheathing buckled prior to roofing, high moisture content due to extreme weather and/or inadequate spacing of panel joints may have been the cause and, once corrected, buckling would not be expected to happen again. However, if buckling occurs after roofing, and after the building is occupied, excessive moisture from within, or inadequate ventilation, should be suspected and the cause located and corrected.

No technique has yet been identified as 100% effective in correcting buckling once it has occurred. However, several techniques have met with some success:

- 1) Space heaters or fans may be used to dry sheathing quickly. Some recovery may be expected, perhaps enough to be acceptable.
 - 2) Tightly butted edges or ends of structural panels may be saw-kerfed to relieve pressure and provide a gap for expansion.
 - 3) Blocking may be added under unsupported panel edges or under buckled areas. Sheathing may then be flattened by nailing or screwing to the blocking.
 - 4) A panel clip may be inserted at the joint between buckled panels to bring them into alignment. This may be done by cutting a small hole at the joint with a hole saw, as shown in Figure 2, inserting the clip and sliding it to the location desired.
- Where roofing has already been applied, align panels by installing a cleat with screws from below, as in Figure 3.
- 5) Where buckling occurs between fasteners, more fasteners may be added to bring the panel down to supports. If buckling between fasteners is severe, a saw kerf might be cut from the panel edge inward for a short distance to relieve pressure, as shown in Figure 4.

FIGURE 2

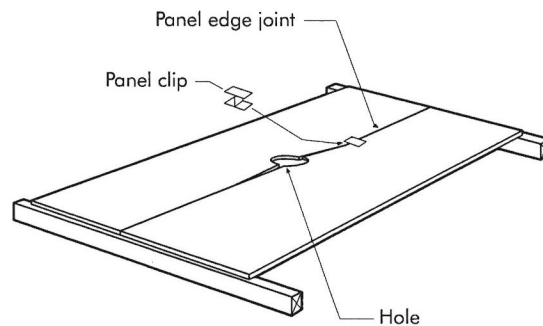


FIGURE 3

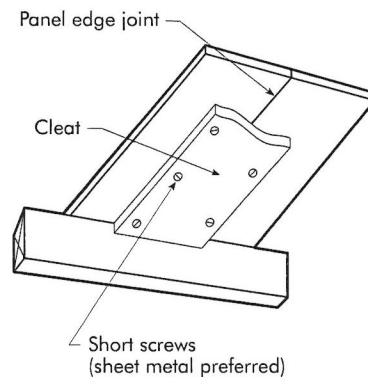
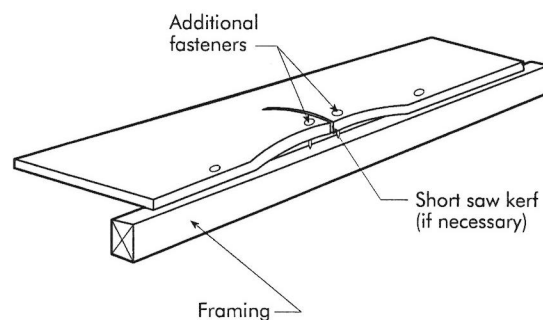


FIGURE 4



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R 32
Project # 09188-00

Field Report

Project Name: Wheatfield Library **Field Report #:** 003
Date of Visit: 09-30-09 **Time of Visit:** 10:00 AM **Date Issued:** 11-03-09
(local time)
Issued To: Patty Stringfellow – Director, Jasper County Library
Joe Gent – President, Gough, Inc.
Issued By: Sean Frederick – Architect, The Troyer Group
Trades on Site: Gough carpenters, Roof Sheathing
Manufacturer, Troyer Group representative
Copies To: File

Purpose of Visit:

The purpose of this visit was to obtain a more detailed investigation of the plywood roof sheathing. Per the request of Gough Construction, the plywood manufacturer and plywood distributor met on site to investigate the condition of the roof plywood installed at the Library. Brian Niedert of Gough, Inc. and Dennis Weaver of The Troyer Group were also present. During his visit, Dennis Weaver observed the following conditions.

Observations From Visit:

1. Evidence of recent over-sprinkling from the irrigation system was observed in the form of rust stains on all of the mechanical condensing units around the building. The condensing units are located in close proximity to the soffit vents. The units are designed to be installed outdoors so weather and water should not damage the units.
2. Dennis Weaver of The Troyer Group suggested that it is possible that when the condensing unit is running at the same time the irrigation system is on, that water may be being blown (driven) up toward the underside of the soffit. It is possible that this situation is a contributing factor to the evidence of moisture-related issues in the attic.
3. Dennis voiced his concern to Patty Stringfellow, Director of the Jasper County Library, that the condensing units and over-sprinkling could be a contributing factor to the moisture issue and Patty mentioned that the sprinkler heads had been adjusted because they were sprinkling the building. While this is true, it was confirmed after the visit that some sprinklers are still sprinkling the condensing units.
4. It appears that the locations where over-sprinkling of the condensing units has occurred corresponds to the areas where the plywood buckling is most evident.

Summary of Visits:

In response to a report that the roof sheathing is buckling and concerns that there may be inadequate ventilation of the attic, The Troyer Group visited the site a total of three times. The first visit involved observation of the roof/attic construction and installation of soffit and ridge vents. The next visit consisted of performing a series of smoke tests in order to observe the air flows within the attic. Field Reports were issued describing the results of both of these visits. The most recent visit was to further

observe the issue, specifically the roof plywood. The findings of this visit were documented in a report issued by BlueLinx, the plywood manufacturer, dated October 21, 2009.

Opinion of the Issue:

After considering and analyzing the data from our field visits along with the data received in the report from BlueLinx, it is the opinion of The Troyer Group that there are two separate issues causing the plywood to buckle. First, there is evidence of a moisture-related issue which may be causing the drywall tape to peel away from the joints of the gypsum board of the firewall. Second, it is the belief of The Troyer Group that although the proper amount of ventilation was specified and installed, the air in the attic is not balanced and is not evenly distributed and the result is there is no draft effect happening. The lack of a draft effect together with the presence of moisture is the most likely cause of the buckling plywood. Below is a list of factors associated with inadequate ventilation:

1. The area over the main entry/restroom (Area A shown on the roof plan – Attachment 1) is not being vented as intended. Additional exhaust vents will need to be added in this area.
2. Because of the unique roof configuration, the allowable locations for installing soffit venting are limited. The result is that there is not a good balance between soffit (intake) vents and ridge (exhaust) vents.
3. It is the opinion of The Troyer Group that the code-required draft stopping is creating individual isolated areas (refer to attached roof plan) and not allowing air to enter all areas of the attic. The result is that stagnant air is being trapped which is not allowing the attic to create a draft effect. The draft effect is what is required in order for new air to be sucked in at the soffits and exhausted at the ridge.
4. For some unconfirmed reason, there is evidence of a moisture-related issue. At this time, the source of the moisture has not been determined. It is hoped that once improvements are made, the increased ventilation will help remove any moisture that may be present either now or in the future.

Recommendations:

Since the nature of the ventilation issues is subjective, there is not a precise and definite repair. Instead, these recommendations are intended as a starting point in the overall process of reaching the ultimate goal of improving the ventilation and repairing the buckling plywood. The Troyer Group suggests that there are three levels of repairs/recommendations which need to happen:

Level One (to be completed as soon as possible)

1. Based on the Building Code, self-closing doors are allowed at openings of draft stopping walls. Since there are existing self-closing doors already in place, it is recommended that the doors be equipped with a magnetic hold open system. The hold open system will be operated as part of the fire alarm system and in the event there is a fire alarm, the doors will automatically shut. The intended result is that the open doors will help distribute and balance out the supply air in the attic and improve overall ventilation.
2. Because attic section A is not adequately vented, we recommend installing two static exhaust vents. Refer to Attachment 2 for the recommended vent. These vents should be installed where indicated on the roof plan, just below where the firewall meets the underside of the roof deck.
3. In order to allow air to freely enter and escape from Area A of the roof plan, we recommend installing a 30" x 30" fire damper in the wall. This will allow air to move freely.

It is the belief of The Troyer Group that opening the doors in the draft stopping and installing the fire damper in the firewall will help balance out the supply air entering the attic and improve overall ventilation.

Level Two (to be completed as soon as possible)

4. It is recommended that the complete irrigation system be tested and all heads shall be adjusted such that they do not spray the building or the condensing units.
5. Once there is adequate ventilation, the drywall of the firewall shall be repaired. This includes re-taping all damaged seams where the tape has peeled away from the wall. The firewall shall be repaired in accordance with the original construction documents.
6. Once there is adequate ventilation, the areas where the paint has peeled away from the underside of the roof sheathing shall be prepared to receive a new coat of fireproof paint and repainted in accordance with the original construction documents.

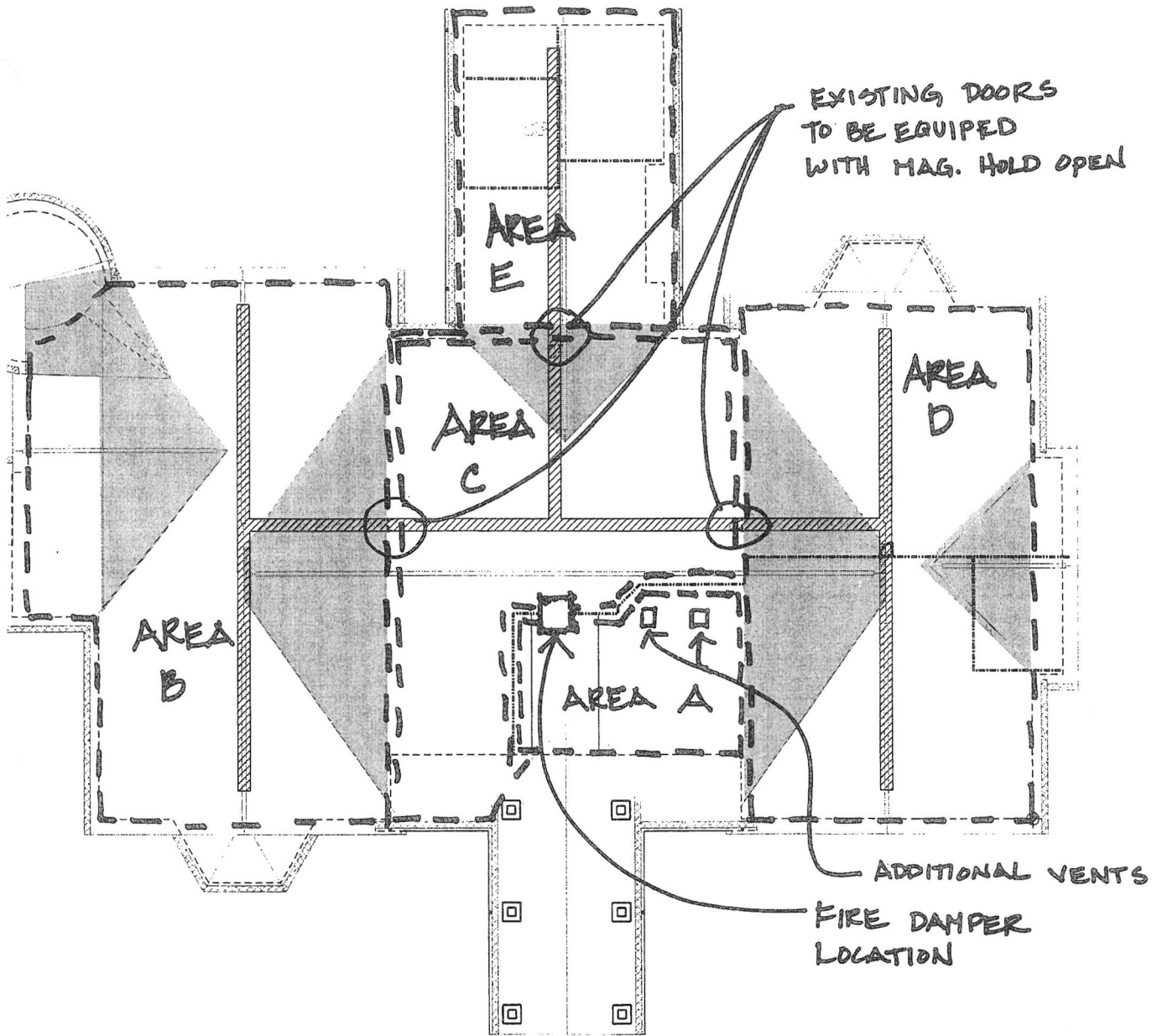
Level Three (to be completed in late spring or early summer of 2010)

7. Once it is confirmed that these recommendations have improved the ventilation, it is recommend that the areas where the plywood has buckled be repaired. This repair should be performed next spring or early summer after the plywood roof sheathing has had a chance to settle down. The suggested action for making the repair should be discussed at that time.

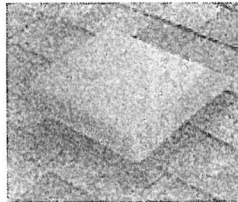
These recommendations are proposed as a starting point in the process of achieving a resolution and remedy to the buckling plywood. We recommend that Jasper County Public Library obtain a cost quote for performing the recommendations of Level One and Level Two for review at a future Board Meeting.

Attachments:

- Attachment 1 – Roof Plan – showing locations of key features and Area designations.
- Attachment 2 – Exhaust Vent – Cut sheet.

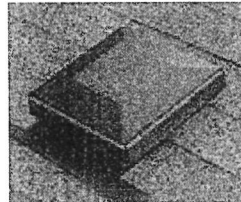


ATTACHMENT 1



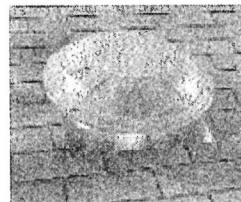
SLP Slant Back Plastic

- 17" x 18" flashing
- NFA (square inches): 61/pc.
- 12 1/2" x 10" opening



SQP Square Plastic

- 17" x 18" flashing
- NFA (square inches): 61/pc.
- Rain diverter throat
- 9" x 10" opening



B-144 Plastic Dome

- Round plastic
- 24" x 24" flashing
- NFA (square inches): 144/pc.

Specifications

Static Vents: Roof Louvers | Wall Louvers | Wind Turbines

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ATTACHMENT
2A



Specifications Static Roof Vents

HOW TO SPECIFY NON-POWERED ROOF VENTS

View the wide range of colors in which our products are available in our [color chart](#).

According to federal guidelines, homes require 1 square foot of net free area (the total unobstructed area through which air can enter or exhaust a non-powered vent) for every 150 square feet of attic floor space. If balanced between intake and exhaust vents, the requirement is 1 square foot of net free area for every 300 square feet of attic floor space.

Why Ventilate

Our Products

Attic Exhaust Vents
Attic Intake Vents
Foundation Vents
Whole-House Fans
Bath or Dryer Vent

Resource Center

NON-POWERED ROOF VENTS

Type	Colors	Net Free Area (Sq. In.)
SLA Slant Aluminum	Gray, Black, Brown, Weatherwood, White	50/pc.
RV 51 High Collar Aluminum	Mill, Weatherwood	51/pc.
RVA 51 Square Aluminum	Mill, Black, Brown, Weatherwood, White	50/pc.
RVG 51 Square Galvanized	Mill, Black, Brown, Weatherwood	50/pc.
RVA 40 Slant Aluminum	Mill, Black, Brown, Weatherwood	40/pc.
RVG 40 Slant Galvanized	Mill, Black, Brown, Weatherwood	40/pc.
RVG 55 Slant Galvanized	Mill, Black, Brown, Weatherwood	50/pc.
SLP Slant Plastic	Gray, Black, Brown, Weatherwood	61/pc.
→ SQP Square Plastic	Gray, Black, Brown, Weatherwood	61/pc.
B-144 Galvanized Steel Dome	Mill, Black, Brown, Weatherwood	144/pc.
B-144 Plastic Dome	Gray	144/pc.

COLOR TO
MATCH ROOF

ATTACHMENT
2B

Jasper County Public Library Long Range Plan 2010-2014

(draft)

Our Mission Statement

The Jasper County Public Library's mission is
to inform, enrich and empower our diverse community.

Introduction

In order to fulfill our mission, we must first consider where we are and then consider where we are going. For the past two years we have pondered those very questions and drafted this, our Long Range Plan 2010-2014, which will be our road map for the next five years.

Public libraries today are facing challenges on many fronts. As we consider our diverse community and the data we collected in our User/Non User Survey in 2008 and our Staff Survey in 2009, our areas of focus for the next five years will be:

- our staff
- marketing
- our facilities
- library products/services/programs

In each area of focus; community need, funding, and technology will be important considerations.

As with any journey, we recognize there will be twists and turns along the way and perhaps a need to change course. We recognize that a Long Range Plan is a living, breathing document, as dynamic as the community we serve. To help us stay on course and also recognize when portions of the course must change, we will assess our progress along the way, specifically every three months at our Staff and Board meetings. What have we accomplished? What work still needs to be done? Have our communities changed? Have the needs changed? Have community needs changed? We will measure and record our progress. We, our community, Board, and staff will make this journey together. Library Board and Staff are committed to the success of this plan.

Our Role

- The Library provides easy access to:

Books

Audio Books

Magazines

Computer Software

Newspapers

Research Materials

CDs

The Internet

VHS/DVDs

Computers

- The Library offers easy access to our facilities, providing convenient hours and adequate space for materials, programming and quiet study.
- The Library serves as a cultural and community center, providing classes, programs and a place for the community to gather.
- The library is a center for access to local history and genealogical resources relevant to Jasper County
- The Library is on the forefront of the information age. We make it a priority to continually evaluate rapidly changing technology, selecting those technologies which improve or enhance our service.
- The Library cooperates with other libraries to provide better service to its users and make the most effective and efficient use of its tax dollars.
- The Library employs trained experts who assist users in making full use of library resources, programs, and facilities.

Our Values

(adopted in 1995 and reviewed in 2009)

- We provide prompt, accurate and friendly service.
- We treat all library users with equal respect and consideration.
- We consider every question valid.
- We provide information expressing various viewpoints.

- We respect and protect the privacy of our patrons to the fullest extent permissible by law.
- We are committed to Intellectual Freedom. We encourage the exchange of ideas and information. We resist all efforts to censor Library resources.
- We encourage and support the highest level of personal initiative and professional development. We provide creative challenges, financial remuneration and continuing education for all staff.
- We foster and support teamwork, cooperation and involvement at all levels of the organization. We treat each other with respect and integrity and work as a team with the board.

Goals/Objectives

Topic Statement 1: The Library will provide the community with a trained and highly motivated staff with diverse skill who contribute to the achievement of library goals.

Goal/Objective 1: The Library will ensure that staff knows they are the backbone of the library's mission, that they are appreciated, and that their input is considered.

- Library Administration will evaluate benefits for part time employees in 2010.
- Bi-annually the Library Director will review salaries and benefits of area libraries, schools and agencies to ensure salaries and benefits are competitive, beginning in 2011.
- In 2010 the Management Team will determine a means to recognize employees for their contributions and personal achievements.
- Beginning in 2010 Supervisors will seek staff input at monthly staff meetings, and via other alternative means.
- Beginning in 2010 Supervisors will ensure that all staff are in the communication loop, placing special emphasis on library pages and janitorial/maintenance staff.
- As an ongoing activity Supervisors will ensure that all staff members are knowledgeable about library policies and procedures and where such can be found (i.e. binders, library intranet).
- In 2011 Library Administration will evaluate our employee evaluation tool to ensure that it is a tool that provides effective performance feedback and garners employee feedback.
- As an ongoing activity Supervisors will provide adequate and supportive training for new staff members to ensure they reach a minimum level of competency for their position.
- In 2010 the Librarians' Council will investigate the implementation of a circulation trainer in each public service department.

- Managing Librarians will conduct a workload assessment to determine appropriate staffing needs on an annual basis and make a report to the Director in May of each year.
- Beginning in 2010 all staff will work to ensure staff support of decisions.
- Annually in January the Librarians' Council will evaluate staff committees and realign as needed.

Goal/Objective 2: The Library will provide opportunities for professional growth and will encourage staff participation.

- By December 2010, at the direction of their Supervisor, each staff member will create step by step procedures for their specific work tasks and post on the shared drive, updating annually.
- By December 2011, Supervisors will cross train staff members to enable the library to run more smoothly during vacations and leaves and during high traffic times.
- As an ongoing activity Supervisors will ensure that their staff is trained to ensure a basic understanding of technology needed for their own work and to assist patrons.
- As an ongoing activity, the Management Team will coordinate a staff development day to offer training and networking for staff on an annual basis.
- Library Director/Board will budget monies annually for continuing education activities.
- Supervisors will identify staff training needs on an annual basis and assist in locating appropriate training mechanisms.
- All staff, except for janitors and pages, will be encouraged to attend one training activity annually.
- The Management Team, in conjunction with the Training Committee, will seek out a variety of formats and various venues for training and networking opportunities for themselves and those they supervise on an annual basis.
- In 2010 the Grants Committee will investigate means to supplement the library's continuing education budget, with special emphasis on coursework required for children's specialists.
- Supervisors, in conjunction with the Training Committee, will annually seek out training for appropriate library staff in areas such as customer service, time management, publicity and marketing, Spanish, library resources and computer skills.
- By 2012 the Training Committee will develop and implement a training program for all new staff. The training program will also be available as a refresher for existing staff as needed.
- In 2010 the Management Team will investigate means to ensure adequate staffing, to allow staff to attend continuing education opportunities as required.
- Staff, who is required by Indiana law to earn LEUs, will annually acquire at least 1/5 of the total LEUs required in a five year period for their classification.
- In 2010 the Librarians' Council will investigate a way to introduce Lean Principles to staff.

Topic Statement 2: The Library will reach out to the community to increase awareness of its products, resources, and services and communicate that it is always growing and changing with the needs of those it serves.

Goal/Objective 1: The Library will become more visible and be recognized as the go to source for information, recreation, and personal enrichment.

- As an ongoing activity Library Staff will promote library services to local groups, organizations, businesses and schools, through various means throughout the year.
- Staff responsible for programming will develop outreach programs throughout the year to ensure that members of the community are aware of library resources and services.
- By the beginning of 2012 the Marketing Committee will investigate a method for developing a practical marketing plan and develop one.
- In 2012, the Marketing Committee, in collaboration with Library Board and Staff will create a single library identity, trademark/logo, and brand.
- The Webmaster and the Homepage Committee, in conjunction with all staff, will continually improve and encourage the use of the library's website as a 24/7 branch.
- In 2010 the Marketing Committee will investigate ways to contact new residents to promote library services, programs and collections.
- Managing Librarians will annually evaluate library signage on property and within the community.
- As an ongoing activity the Marketing Committee, Publicity Specialist, and Public Service Staff will utilize existing community mechanisms for marketing, i.e. bank marquee, radio, grocery store bulletin boards, newspaper, cable TV channel, etc.
- By the end of 2010 the Marketing Committee in conjunction with Library Administration will evaluate/revise and re-distribute the brochure that explains how to give or leave money to the Library Fund at the Jasper Foundation.
- Managing Librarians will evaluate library location maps for accuracy and revise as needed.
- As an ongoing measure in March 2010, 2012, and 2014, the Management Team will create and implement a bi-annual user/non-user survey to assess levels of satisfaction with materials, services, programs, and hours of operation.
- Supervisors will encourage staff participation in community organizations and activities as scheduling will allow.
- The Management Team in conjunction with the Marketing Committee will review and revise all promotional materials annually in March.
- In 2011 the Management Team will investigate an electronic mechanism to create/distribute library newsletter.
- The Management Team will identify annually in April segments of the population which may be underserved in regard to library services (due to their lack of knowledge of what's available) and determine whether they have needs the library could meet and how they could be met.
- The Management Team will actively participate in all pertinent state/local planning for the future of Public Libraries in the state of Indiana on an annual basis.

Topic Statement 3: The Library will operate and maintain facilities based on the changing role of the library and the needs of the community.

Goal/Objective 1: The Library will strive to provide a safe and secure environment for staff and library patrons.

- Managing Librarians will test emergency exits annually in April.
- In 2012 the Grants Committee will identify and recommend a funding source for implementing emergency lighting inside the Rensselaer and DeMotte buildings.
- As an ongoing activity the Management Team in conjunction with the Training Committee will ensure that staff is trained in how to handle themselves when encountering a difficult patron or situation and to be aware of not only their own environment but also that of the patrons.
- Managing Librarians will ensure that staff are trained annually in April on building emergency procedures including fire, tornado, and shut off of water and electricity.
- In 2011 Managing Librarians will facilitate labeling of interior room doors for ease of navigation.
- In 2010 The Director, in collaboration with Managing Librarians, will investigate security camera systems and implement in 2011 as budget will allow.
- As an ongoing activity Supervisors will ensure that staff are trained and empowered to manage patron behavior matters and have the ability to consistently enforce guidelines and consequences for patron behavior.
- The Librarians' Council will investigate the necessity for and method for implementation of regular canine building searches in 2011.

Goal/Objective 2: The Library will maintain optimal building maintenance for longevity and appearance and manage the current facilities' resources and space in the best possible manner.

- Managing Librarians, in conjunction with Maintenance staff, will assess the interior and the exterior of their buildings, grounds and lighting, and make written quarterly (March, July, September, December) reports to the director with an end goal of being proactive with necessary repairs.
- By the end of 2010, the Director, in conjunction with Managing Librarians, will facilitate the development of attractive, manageable and affordable landscape schemes for all libraries and make a recommendation to the Board.
- In 2010 the Librarians' Council will evaluate condition of interior spaces (such as countertops, plumbing fixtures, window treatments, etc.), and Director will make a recommendation to the Board in regards to necessary improvements and a potential timeline.
- In 2011 the Director and Department Heads will facilitate the cleaning up/tidying up and improved functionality of interior spaces for optimal efficiency, seeking professional guidance regarding functionality of staff office/workroom space at DeMotte and Rensselaer and making adjustments as budget will allow.
- The Grant Committee will recommend a funding source to provide automatic door openers at Rensselaer and DeMotte Libraries by May 2010 with implementation to occur as funding is available.

- Beginning in 2010 all departments will investigate and implement Go Green initiatives and encourage sustainability.
- In 2013, the Director, in conjunction with Managing Librarians will determine a method for acoustical testing and conduct testing as budget will allow, recommending any necessary modifications to the Board to address noise levels in public and staff areas.
- In 2010, the Director will investigate the feasibility of hiring a Facilities Manager.
- In 2012 Managing Librarians will investigate the need for implementation of an outdoor staff space.
- In 2010 the Director will investigate costs associated with adding additional parking spaces on the east and west sides of the Rensselaer Library and make a recommendation to the Board in regards to implementation.
- In 2013, the Library Board, in collaboration with Director and staff, will determine a long range plan for the DeMotte Library, specifically considering reorientation/renovation of existing facility or building a new facility.

Topic Statement 4: The Library will provide and expand products, services, and programs to meet the needs of the community.

Goal/Objective 1: Library users will find print and non-print collections that engage personal interest and reflect current trends.

- Materials selectors will continue to read journals and seek other sources to stay abreast of trends and public interest, utilizing the Publisher's Weekly Best Seller List as an ordering tool.
- Appropriate staff will annually evaluate the print and non-print collection to ensure a balanced collection that is relevant to the community.
- As a part of collection maintenance, at the direction of Managing Librarians staff will annually engage in de-selection activities, utilizing the Crew Method.
- The Management Team will annually evaluate formats to be added to the collection, considering community need. Formats will be implemented simultaneously in all libraries with Board approval.
- The Management Team will annually consider formats to deselect, or no longer add to our collections and make a recommendation to the Board.

Goal/Objective 2: The Library will evaluate its website and social network components and consider future direction and growth for this department.

- The Management Team, in conjunction with the Web Master and Homepage Committee, will annually evaluate and implement the use of social network sites, changing sites as dictated by user need.
- The Management Team, in conjunction with the Web Master and Homepage Committee will regularly maintain a high level of excellence on the library's website, ensuring that it is eye-catching, easy to navigate and contains a large amount of information on programming and events, improving and upgrading as time and money will allow.
- The Webmaster will maintain the website as a 24/7 department of the library.

- The Homepage Committee, in conjunction with the Management Team, will conduct a web survey bi-annually.
- In June the Web Master will make an annual report to the Board on the status of the website and objectives for the coming year.

Goal/Objective 3: Children, teens, and adults will discover programs and activities that provide quality, recreational experiences and support their interests in popular culture, current events, and lifelong learning.

- Appropriate staff will expand or create relevant, helpful, and entertaining programs for all age groups in our communities on an annual basis.
- As an ongoing activity staff will regularly participate in lifelong learning initiatives as resources allow.
- The Management Team will ensure that the library's bi-annual survey will assess community satisfaction with library programs and solicit feedback as to desired program topics.
- As an ongoing activity programming staff will stay abreast of popular culture and current events to ensure interesting and relevant programming.

Goal/Objective 4: The Library will investigate and implement current technology relevant to the library to ensure that patrons can access what they need quickly and conveniently.

- The Systems Administrator, in collaboration with the Management Team, will continually evaluate and implement stable and reliable Internet access, wired and wireless, and network connectivity for all libraries.
- The New Technologies Committee will monitor emerging technologies and practices and make recommendations in August to the Management Team as to resources and services most needed in the community.
- The Management Team will continue to monitor and utilize social network and instant messaging options that can be used to interact with our community and each other.
- The Management Team will investigate the need for and the feasibility of adding cable/satellite access at each library and make a recommendation to the Board by December 2012.
- The Librarians' Council will continue to monitor the effectiveness of our automated system.
- In 2010 the Technical Services Librarian, in collaboration with the Management Team, will implement a more user-friendly PAC.
- The Director and Systems Administrator, in collaboration with the Management Team, will review and update the library Technology Plan annually.

Goal/Objective 5: The Library will evaluate genealogy and local history resources and consider future direction and growth for this service.

- By the end of 2011 Genealogy/local history staff will determine a scope for collection development in the area of local history/genealogy that corresponds to community needs.

- Beginning in 2011 Genealogy/Local History Staff will partner with local historical groups in their community to stay abreast of local history matters, avoid redundancy of services, and develop programs of mutual interest, as staffing will allow.
- In 2010 Genealogy/local history staff will determine local history collections to be digitized and proceed with digitization as time and money will allow.
- The Grants Committee will identify a funding source to purchase companion scanners for the ST200 digital microfilm machines located at the DeMotte and Rensselaer Libraries by the end of 2012.
- As an ongoing activity Genealogy/local history staff will ensure that genealogy and local history collections are secure and well maintained.
- As an ongoing activity Genealogy/Local History Staff will investigate new resource sharing opportunities and implement as feasible.

Adopted November 2009

JCPL FINANCIAL STATEMENT

September 30, 2009

	<u>Beginning 2009 Balance</u>	<u>Current Month Disbursements</u>	<u>Y-T-D Disbursements</u>	<u>Current Month Receipts</u>	<u>Y-T-D Receipts</u>	<u>Ending Balance</u>
Operating Fund	\$586,496.58	\$164,104.29	\$1,551,890.44	\$53,896.09	\$1,238,779.15	\$273,385.29
Includes Investments of:						
Public Library Access Card Fund	\$60.00	\$60.00	\$150.00	\$30.00	\$90.00	\$0.00
Gift Fund	\$5,910.61	\$564.08	\$8,274.23	\$221.78	\$8,355.77	\$5,992.15
DeMotte	\$1,834.58	\$85.32	\$1,931.70	\$119.00	\$1,571.48	\$1,474.36
Rensselaer	\$2,369.46	\$355.17	\$5,013.05	\$30.00	\$4,857.21	\$2,213.62
Wheatfield	\$1,706.57	\$123.59	\$1,329.48	\$72.78	\$1,927.08	\$2,304.17
Library Improvement Reserve Fund	\$216,342.26	\$9,148.00	\$11,435.00	\$204.42	\$2,557.53	\$207,464.79
Includes Investments of:						
Bond & Interest Redemption Fund	\$109,471.48	\$0.00	\$318,310.00	\$0.00	\$222,252.41	\$13,413.89
Includes Investments of	\$0.00					
Rainy Day Fund	\$168,751.12	\$784.60	\$8,725.30	\$0.00	\$98,549.78	\$258,575.60
Includes Investments of	\$0.00					
State Technology Fund G	\$6,731.97	\$0.00	\$6,731.97	\$0.00	\$0.00	\$0.00
Capital Projects Fund	\$523,219.14	\$80.98	\$2,669.98	\$819.90	\$186,553.78	\$707,102.94
Includes Investments of	\$0.00					
Host/Hospitality Fund	\$0.00	\$0.00	\$183.50	\$183.50	\$183.50	\$0.00
Levy Excess Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$84,309.00	\$84,309.00
Sales Tax	\$5.32	\$0.00	\$5.22	\$0.81	\$16.60	\$16.70
Construction Fund	\$186,153.76	\$340.00	\$4,106.12	\$104.55	\$1,567.62	\$183,615.26
Includes Investments of	\$0.00					
Petty Cash Funds	\$120.00	\$0.00	\$0.00	\$0.00	\$0.00	\$120.00
Cash Change Fund	\$90.00	\$0.00	\$0.00	\$0.00	\$0.00	\$90.00
Payroll Withholding Accts.						
FIT Tax Collected	\$0.00	\$5,823.87	\$57,117.98	\$5,823.87	\$57,117.98	\$0.00
FICA Tax Collected	\$0.00	\$6,556.81	\$63,465.88	\$6,556.81	\$63,465.88	\$0.00
State Tax Collected	\$2,770.46	\$3,118.75	\$29,857.27	\$3,112.30	\$30,199.11	\$3,112.30
County Tax Collected	\$1,982.26	\$2,294.29	\$21,685.35	\$2,288.54	\$21,991.68	\$2,288.59
Deferred Comp.	\$0.00	\$2,520.00	\$25,365.95	\$2,520.00	\$25,365.95	\$0.00
#125 Pre-tax Plan	\$0.00	\$2,843.11	\$23,530.75	\$2,843.10	\$23,530.72	(\$0.03)
Employee Life Insur.	\$0.00	\$105.00	\$1,494.52	\$105.00	\$1,494.52	\$0.00
Employee P.E.R.F.	\$6,532.65	\$6,906.08	\$26,732.72	\$2,197.29	\$22,397.36	\$2,197.29
Garnishments	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Credit Union	\$0.00	\$3,838.67	\$30,925.13	\$3,838.67	\$30,925.13	\$0.00
EIC	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL ALL FUNDS.....	\$1,814,637.61	\$209,088.53	\$2,192,657.31	\$84,746.63	\$2,119,703.47	\$1,741,683.77

Bank Balances**Jasper County Public Library****Report as of: 10/30/2009**

<i>Bank</i>		
1	Alliance Bank	\$1,337,855.57
2	Demotte State Bank	\$12,538.15
3	Alliance Bank-LIRF Acct	\$207,464.79
5	Cash On Hand	\$210.00
6	Alliance Bank-Construction Ckg.	\$183,615.26
7		
8		
9		
10		
11		

Total all banks = \$1,741,683.77

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

Appropriation Report for 100 OPERATING FUND

Jasper County Public Library

Report Date: From 10/1/2009 To 10/30/2009

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent
<i>1. Personal Services</i>							
1.11 SALARY OF LIBRARIAN	\$54,835.00	\$0.00	\$54,835.00	\$4,634.94	\$45,434.15	\$9,400.85	82.9
1.12 SALARY OF ASSISTANTS	\$911,677.00	\$0.00	\$911,677.00	\$78,905.59	\$759,335.74	\$152,341.26	83.3
1.13 WAGES OF JANITORS	\$63,718.00	\$0.00	\$63,718.00	\$5,012.21	\$48,376.32	\$15,341.68	75.9
1.21 EMPLOYER'S SHARE-FICA	\$76,037.00	\$0.00	\$76,037.00	\$6,556.81	\$63,465.88	\$12,571.12	83.5
1.22 UNEMPLOYMENT COMPENSATION	\$4,867.00	\$0.00	\$4,867.00	\$456.22	\$4,115.96	\$751.04	84.6
1.23 EMPLOYER'S CONTRIB.- PERF	\$64,814.00	\$0.00	\$64,814.00	\$14,978.68	\$66,142.28	(\$1,328.28)	102.0
1.24 EMPLOYER'S CONTRIB.- INS.	\$84,247.00	\$0.00	\$84,247.00	\$7,262.71	\$62,793.33	\$21,453.67	74.5
Subtotal	\$1,260,195.00		\$1,260,195.00	\$117,807.16	\$1,049,663.66	\$210,531.34	83.3
<i>2. Supplies</i>							
2.11 OFFICIAL RECORDS	\$550.00	\$0.00	\$550.00	\$0.00	\$630.33	(\$80.33)	114.6
2.12 STATIONERY AND PRINTING	\$500.00	\$0.00	\$500.00	\$0.00	\$140.45	\$359.55	28.1
2.13 OTHER OFFICE SUPPLIES	\$10,500.00	\$0.00	\$10,500.00	\$770.06	\$8,513.57	\$1,986.43	81.1
2.21 CLEANING & SANITATION SUPPLIES	\$6,000.00	\$0.00	\$6,000.00	\$906.60	\$5,316.42	\$683.58	88.6
2.23 OTHER OPERATING SUPPLIES	\$4,800.00	\$0.00	\$4,800.00	\$485.90	\$3,914.75	\$885.25	81.6
2.31 BUILDING MATERIALS & SUPPLIES	\$1,000.00	\$0.00	\$1,000.00	\$3.59	\$592.61	\$407.39	59.3
2.32 PAINT AND PAINTING SUPPLIES	\$200.00	\$0.00	\$200.00	\$31.88	\$535.37	(\$335.37)	267.7
2.33 REPAIR PARTS	\$550.00	\$0.00	\$550.00	\$47.72	\$242.12	\$307.88	44.0
2.41 LIBRARY SUPPLIES	\$13,250.00	\$0.00	\$13,250.00	\$839.55	\$10,019.47	\$3,230.53	75.6
2.42 MARKETING SUPPLIES	\$200.00	\$0.00	\$200.00	\$0.00	\$10.59	\$189.41	5.3
Subtotal	\$37,550.00		\$37,550.00	\$3,085.30	\$29,915.68	\$7,634.32	79.7

<i>Account # Description</i>	<i>Annual Appropriation</i>	<i>Change to Appropriation</i>	<i>Current Appropriation</i>	<i>Disbursements This Month</i>	<i>Disbursements YTD</i>	<i>Balance</i>	<i>Percent</i>
<i>3. Other Services and Charges</i>							
3.13 LEGAL SERVICES	\$5,000.00	\$0.00	\$5,000.00	\$684.00	\$8,378.75	(\$3,378.75)	167.6
3.14 OTHER PROFESSIONAL SERVICES	\$5,670.00	\$25.00	\$5,695.00	\$17.00	\$3,301.00	\$2,394.00	58.0
3.21 TELEPHONE	\$3,600.00	\$0.00	\$3,600.00	\$409.74	\$4,846.25	(\$1,246.25)	134.6
3.22 POSTAGE	\$4,500.00	\$0.00	\$4,500.00	\$12.47	\$3,277.10	\$1,222.90	72.8
3.23 MILEAGE	\$20,355.00	\$0.00	\$20,355.00	\$1,727.95	\$16,732.39	\$3,622.61	82.2
3.24 PROFESSIONAL MEETINGS	\$7,944.00	\$0.00	\$7,944.00	\$110.70	\$5,686.62	\$2,257.38	71.6
3.25 FREIGHT	\$1,800.00	\$0.00	\$1,800.00	\$84.41	\$1,123.64	\$676.36	62.4
3.26 NETWORKING	\$31,200.00	\$0.00	\$31,200.00	\$1,060.00	\$2,608.03	\$28,591.97	8.4
3.31 ADVERTISING & PUBLIC NOTICES	\$1,100.00	\$0.00	\$1,100.00	\$0.00	\$750.44	\$349.56	68.2
3.33 MARKETING ADVERTISING	\$900.00	\$0.00	\$900.00	\$0.00	\$741.43	\$158.57	82.4
3.41 OFFICIAL BONDS	\$155.00	\$0.00	\$155.00	\$0.00	\$0.00	\$155.00	0.0
3.42 OTHER INSURANCE	\$23,667.00	\$0.00	\$23,667.00	\$0.00	\$26,655.00	(\$2,988.00)	112.6
3.51 GAS	\$50,000.00	\$0.00	\$50,000.00	\$224.59	\$20,080.35	\$29,919.65	40.2
3.52 ELECTRICITY	\$65,000.00	\$0.00	\$65,000.00	\$5,566.58	\$57,433.13	\$7,566.87	88.4
3.53 WATER	\$1,083.00	\$0.00	\$1,083.00	\$76.60	\$911.95	\$171.05	84.2
3.54 WASTE DISPOSAL SERVICES	\$4,550.00	\$0.00	\$4,550.00	\$488.53	\$3,988.85	\$561.15	87.7
3.61 BUILDING & STRUCTURES	\$51,090.00	\$1,980.61	\$53,070.61	\$2,708.92	\$39,681.30	\$13,389.31	74.8
3.62 EQUIPMENT REPAIRS	\$700.00	\$0.00	\$700.00	\$0.00	\$1,877.14	(\$1,177.14)	268.2
3.72 EQUIPMENT RENTALS	\$245.00	\$0.00	\$245.00	\$9.95	\$221.50	\$23.50	90.4
3.91 DUES	\$2,312.00	\$0.00	\$2,312.00	\$1,747.90	\$2,494.40	(\$182.40)	107.9
3.93 TAXES & ASSESSMENTS	\$325.00	\$0.00	\$325.00	\$0.00	\$0.00	\$325.00	0.0
3.94 TRANSFER TO LIRF	\$30,000.00	\$0.00	\$30,000.00	\$0.00	\$0.00	\$30,000.00	0.0
3.95 BOOK REIMBURSEMENT	\$100.00	\$458.45	\$558.45	\$6.99	\$524.37	\$34.08	93.9
3.96 PETTY CASH	\$120.00	\$0.00	\$120.00	\$0.00	\$0.00	\$120.00	0.0
3.98 MAINTENANCE/SERVICE CONTRACTS	\$77,054.00	\$0.00	\$77,054.00	\$6,518.15	\$87,034.66	(\$9,980.66)	113.0
Subtotal	\$388,470.00	\$2,464.06	\$390,934.06	\$21,454.48	\$288,348.30	\$102,585.76	73.8

<i>Account # Description</i>	<i>Annual Appropriation</i>	<i>Change to Appropriation</i>	<i>Current Appropriation</i>	<i>Disbursements This Month</i>	<i>Disbursements YTD</i>	<i>Balance</i>	<i>Percent</i>
<i>4. Capital Outlays</i>							
4.4 FURNITURE & EQUIPMENT	\$7,175.00	\$0.00	\$7,175.00	\$0.00	\$3,491.16	\$3,683.84	48.7
4.51 BOOKS	\$144,000.00	\$3,306.30	\$147,306.30	\$11,495.91	\$107,828.45	\$39,477.85	73.2
4.52 PERIODICALS & NEWSPAPERS	\$21,132.00	\$741.96	\$21,873.96	\$250.52	\$16,594.95	\$5,279.01	75.9
4.53 NONPRINTED MATERIALS	\$75,099.00	\$884.38	\$75,983.38	\$10,010.92	\$56,048.24	\$19,935.14	73.8
Subtotal	\$247,406.00	\$4,932.64	\$252,338.64	\$21,757.35	\$183,962.80	\$68,375.84	72.9
Grand Total	\$1,933,621.00	\$7,396.70	\$1,941,017.70	\$164,104.29	\$1,551,890.44	\$389,127.26	80.0

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

Changes to Appropriations

<i>Date</i>	<i>Fund</i>	<i>Account</i>	<i>Amount</i>	<i>Reason</i>
6/1/2009	100 OPERATING FUND	3.14 OTHER PROFESSIONAL SERVICES	\$25.00	Reimbursement for Cancelled Program-Fulkerson A/P #281
9/14/2009	100 OPERATING FUND	3.61 BUILDING & STRUCTURES	\$1,980.61	Insurance Claim -Elevator Relay, A/P#811
7/10/2009	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$24.95	Refund on book return in May, R. Luke, 2/19/09
7/10/2009	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$25.00	Refund on Book return in Feb, L. Bausman 1/26/09
7/10/2009	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$7.00	Refund on DVD return in Feb, S. Thompson, 1/2/09
7/10/2009	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$15.99	Refund on Book return in Feb, T. Jones1/20/09
7/10/2009	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$12.95	Refund on Book return inMar, D. Holmes 2/17/09
7/10/2009	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$17.99	Refund on Book return in Mar, T. Gazaway 2/23/09
7/10/2009	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$38.95	Refund on audiobook return in Apr, D. Doty, 2/7/09
7/10/2009	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$32.90	Refund on books return in Apr, D. Loslo, 2/20 & 3/12
7/10/2009	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$16.00	Refund on book return in May, J. Dinga, 3/21/09
7/10/2009	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$15.00	Refund on book return in May, R. fase, 4/16/09
7/10/2009	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$10.95	Refund on book return in June, C. Villarreal, 5/16/09
7/10/2009	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$8.95	Refund on book return in June, H. Conrad, 5/20/09
7/10/2009	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$10.95	Refund on book return in Jul, J. Crawford, 3/6/09
7/10/2009	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$54.99	Refund on playaway returned in Apr, L. VanderMolen, 1/21/09
7/10/2009	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$6.99	Refund on book return in May, A. Kozyra, 3/13/09
8/10/2009	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$5.99	Refund on found lost book, 6/23 - K. Barrett, A/P #709
8/10/2009	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$29.99	Refund on found lost book, 7/11- I. Evans, A/P#704
8/10/2009	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$29.98	Refund on found lost book,8/3 - M. Johns, A/P #712
8/10/2009	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$25.95	Refund on found lost book, 5/30 - S. Greene, A/P#724
9/14/2009	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$10.00	Refund on ret'd lost CD (7/20/09), A/P #833
9/14/2009	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$14.99	Refund on ret'd lost CD(4/21/09), A/P #783
9/14/2009	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$35.00	Refund on ret'd lost bk (8/23/09), A/P #809
10/12/2009	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$6.99	Refund on ret'd lost book (9/8/09), A/P #919
1/2/2009	100 OPERATING FUND	4.51 BOOKS	\$3,300.53	Encumbered per Board Mtg Approval, 12/30/08
9/15/2009	100 OPERATING FUND	4.51 BOOKS	\$5.77	Refund/Reimbursement on Tax paid on Book using Visa (DJ)

<i>Date</i>	<i>Fund</i>	<i>Account</i>	<i>Amount</i>	<i>Reason</i>
3/31/2009	100 OPERATING FUND	4.52 PERIODICALS & NEWSPAPERS	\$363.48	Refund/Reimbursement for Wall Street Journal A/P #217
9/30/2009	100 OPERATING FUND	4.52 PERIODICALS & NEWSPAPERS	\$15.00	Refund-Magazine, PSS pd 4/09, A/P #327
10/19/2009	100 OPERATING FUND	4.52 PERIODICALS & NEWSPAPERS	\$363.48	Refund-Wall St. Jrnl, A/P# 217, A/R#158 (3/30/09)
1/2/2009	100 OPERATING FUND	4.53 NONPRINTED MATERIALS	\$884.38	Encumbered per Board Mtg Approval, 12/30/08
1/2/2009	130 LIRF FUND	3.61 BUILDING & STRUCTURES	\$64,586.00	Encumbered per Board Mtg Approval, 12/30/08
1/19/2009	130 LIRF FUND	3.61 BUILDING & STRUCTURES	(\$64,586.00)	Board Negated encumbrance-contract voided
1/2/2009	151 RAINY DAY FUND	3.61 BUILDING & STRUCTURES	\$122,992.00	Encumbered per Board Mtg Approval, 12/30/08
1/19/2009	151 RAINY DAY FUND	3.61 BUILDING & STRUCTURES	(\$122,992.00)	Board Negated encumbrance-contract voided
4/28/2009	151 RAINY DAY FUND	3.61 BUILDING & STRUCTURES	\$150,000.00	Additional Appropriation approved by DLGF

Net Changes by Fund

<i>Fund Number</i>	<i>Net Change</i>
100	\$7,396.70
130	\$0.00
151	\$150,000.00

Voucher List**Jasper County Public Library****Report Date: From 10/1/2009 To 10/30/2009**

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
0	850	PAYROLL	10/9/2009	PAYROLL	\$44,476.46
28730	851	ALLIED WASTE SERVICES #71	10/9/2009	Trash Service @Wh. Lib, October 2009	\$52.53
28731	852	ANTHEM BLUE CROSS BLUE S	10/9/2009	Health Insurance Premium-October - 19 employees	\$9,806.61
28732	853	ANTHEM LIFE	10/9/2009	Life Ins Premium-October 2009	\$95.39
28733	854	FIRST TRUST CREDIT UNION	10/9/2009	Direct Deposits w/held from 9 October 09 Payroll-6 participants	\$2,008.67
28734	855	GREAT-WEST RETIREMENT S	10/9/2009	Annuity Contributions from 9 October 09 Payroll - 7 participants	\$1,260.00
0	856	INDIANA DEPARTMENT OF RE	10/20/2009	State & County Tax w/held September 2009, Verif #23, Ref #61707	\$5,413.04
0	857	IRS USA TAXPAYMENT	10/13/2009	FICA & Federal Taxes w/held 9 October 09 Payroll, ref #00237540	\$9,519.49
28735	858	JOSEPH ZELLON	10/9/2009	Courier Mileage, 9/16/09--9/30/09	\$330.00
28736	859	NIPSCO	10/9/2009	Whitfld Utilities, 9/1/09-10/1/09	\$1,653.55
28737	860	NORTHWESTERN INDIANA TE	10/9/2009	Local Phones-DeM. October	\$171.14
28738	861	TOWN OF DEMOTTE	10/9/2009	Sewer Service-DeM, September 2009	\$68.42
28739	862	TOWN OF WHEATFIELD SEW	10/9/2009	Sewer Service, October 2009 @ Wh. Lib.	\$56.65
28740	863	ACE HARDWARE	10/12/2009	Toilet Tank Repair	\$24.98
28741	864	ACP DIRECT	10/12/2009	2 Laser Jet Toners, Inkjet Toner	\$362.65
28742	865	ANDREE BUILDERS, INC	10/12/2009	40% Payment for DeMotte Masonry Project	\$9,148.00
28743	866	ANGELA BARTON	10/12/2009	Styrofoam cups/Fall Festival, Playtime Candy, Happenings Program, Mileage: Books 2 Bridges, Homeschooling Wksp, Counterparts	\$185.36
28744	867	BAKER & DANIELS, LLP	10/12/2009	Review of Documents for Internet Use, Prepare policy for internet use	\$684.00
28745	868	BAKER & TAYLOR	10/12/2009	Books, AV, Gift Bks, Continuations	\$11,334.59
28746	869	BAKER & TAYLOR ENTERTAIN	10/12/2009	DVDs	\$156.93
28747	870	BIERMA HARDWARE, INC.	10/12/2009	Flea powder, Light Bulbs, Wire Nuts, Batteries, Faucet Repair Kit, Round Cone Grind Stone	\$53.36
28748	871	BLUETARP FINANCIAL, INC	10/12/2009	Wireless Chime, Paint, Multipak of Mousetraps	\$44.97
28749	872	BRENDA THOMPSON	10/12/2009	Mileage: Counterparts, Shopping Anniv., Librarians Council	\$120.52
28750	873	BRENT HOFFMAN	10/12/2009	Lawn Mowing-September 2009, Rens, DeM, Whitfld. Rens Weeded and fall cleanup	\$265.00
28751	874	CAPITAL ONE BANK (USA), NA	10/12/2009	Flowers, Fall Festival Supplies, Paper, Scrapbook case, Counterparts Exps, Director's Mtg Exps, Books 2 Bridges Exps, TLC Users Group Mtg Exps, Inspire Wksp Exps, Ann. Gift, SDD exps, Books, Planners, DVD's, CD's, PC Cop Power Supply	\$736.17
28752	875	CARDINAL OFFICE PRODUCT	10/12/2009	Annual Maintenance DeM Patron Copier (9/24/08-9/24/09)	\$269.47
28753	876	CARRIAGE PAPER PRODUCTS	10/12/2009	Circ Receipt paper	\$148.89
28754	877	CENTRAL STATES SALES CO	10/12/2009	Light Bulbs	\$129.15
28755	878	DEMCO	10/12/2009	Norbond Liquid Plastic, Art Gum Eraser, Label Shelf Holder, Vertical Fram, Book Tape, Cork Base Book	\$495.08
28756	879	DIANE OPOLSKI	10/12/2009	Mileage: Bank Deposit, Homepage Mtg, Inspire Wksp	\$51.70
28757	880	DUCKWALL-ALCO STORES, IN	10/12/2009	Afterschool Program Supplies	\$7.87
28758	881	EBSCO PUBLISHING	10/12/2009	Online-Novelist 1 year (10/1/09-10/1/10)	\$2,225.00
28759	882	EDUCATION NETWORKS OF A	10/12/2009	Internet T-1 Lines, September 2009	\$1,110.00
28760	883	FASE-KALUF TV & APPLIANCE	10/12/2009	Microwave Paint	\$8.99
28761	884	FASE'S WATER TREATMENT &	10/12/2009	Redout-14 bags for softener @ DeM	\$168.00
28762	885	FLEX-PAC INC	10/12/2009	Hand soap, Facial Tissues, Gloves, Paper Towels	\$314.28
28763	886	GA FOODS GROUP	10/12/2009	Expenses for Tuesday Movie Night & Director's Mtg	\$17.25

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
28764	887	GAIL JUNG	10/12/2009	Rensselaer Petty Cash reimbursement-Postage, Batteries, Cleaning Wipes, Janitorial Supplies, Floor Tiles, Highlighters	\$43.13
28765	888	GAIL JUNG	10/12/2009	Mileage: Post Office for ILL, Deliver Bd Packages, Deposit, Board Mtg, Supplies, ILF Legislative Conference	\$152.68
28766	889	GALE	10/12/2009	Books	\$50.76
28767	890	H.L. MOHLER & ASSOCIATES	10/12/2009	Prof Services-DeM Re-roof project, & expenses	\$784.60
28768	891	HAINES & COMPANY, INC.	10/12/2009	Continuations	\$659.00
28769	892	INDIANA DEPT. OF WORKFOR	10/12/2009	Third Quarter Unemployment Payment 2009	\$456.22
28770	893	INDIANA HISTORICAL SOC.	10/12/2009	Maps of Indiana Counties	\$19.80
28771	894	INDIANA LIBRARY FEDERATIO	10/12/2009	Trustee Memberships Dues	\$1,696.90
28772	895	INDIANA STATE LIBRARY	10/12/2009	PLAC Card Sales, 3rd Quarter 2009	\$60.00
28773	896	INSPIRATIONAL DISTRIBUTOR	10/12/2009	Book	\$13.09
28774	897	INTELLIGENT CLEANING SYST	10/12/2009	Jumbo Toilet Tissue, Multi-Fold Towels, Paper Towels, Purell Hand Sanitizer	\$524.65
28775	898	JASPER COUNTY HOSPITAL	10/12/2009	Qtly Water Testing - Coliform (DeM. Lib.)	\$17.00
28776	899	JENNIFER L. DOUTHIT	10/12/2009	Mileage: Wksp, LC Mtg, Mgmt Mtg, TLC Mtg, LC Mtg	\$185.90
28777	900	JOSEPH ZELLON	10/12/2009	Mileage: Recycle	\$3.30
28778	901	KANKAKEE VALLEY HISTORIC	10/12/2009	Book	\$24.00
28779	902	KANKAKEE VALLEY PUBLISHI	10/12/2009	Newspaper Subscription-DeM. Lib 11/27/09-11/27/10	\$47.00
28780	903	KIRBY RISK CORPORATION	10/12/2009	Compact Fluorescent Bulbs	\$27.30
28781	904	LAMPO GROUP	10/12/2009	Books	\$229.00
28782	905	LINDA POORTENGA	10/12/2009	Mileage: Counterparts Mtg, LLN Mtg, LC Mtg, Management Mtg, TLC Mtg	\$124.30
28783	906	LINDA THOMPSON	10/12/2009	Coffee for Coffee Café-Wh. Lib	\$4.99
28784	907	MELISSA J. WIDNER	10/12/2009	Tootsie Rolls for Volunteers	\$5.58
28785	908	MIDAMERICA BOOKS	10/12/2009	Books-children	\$148.00
28786	909	MIDWEST TAPE	10/12/2009	DVDs	\$339.89
28787	910	NANCY PHILLIPS	10/12/2009	"Pirate" Third Thursday expenses	\$11.35
28788	911	NANETTE SPEACHT	10/12/2009	Mileage: ALA Conference, SDD	\$81.40
28789	912	OFFICE DEPOT	10/12/2009	Wastebasket, 6 Chairmats, Steno pad, index cards, Film Protector	\$312.63
28790	913	CULLIGAN OF KOUTS	10/12/2009	Oct Rental-Wh. Lib.	\$9.95
28791	914	OED OFFICE OF ENERGY & DE	10/12/2009	3rd Qtr Payment, 2009 - PFEPP Loan of 2002	\$2,402.97
28792	915	PATTY STRINGFELLOW	10/12/2009	Incolsa Expenses, Mileage: LLN Mtg, Director's Mtg, LC Council, DeMotte Roof Project Mtg, SDD, Board Mtg, Wheatfield Roof and Smoke Test	\$194.88
28793	916	POPULAR SUBSCRIPTION SE	10/12/2009	Magazines	\$203.52
28794	917	PUBLIC EMPLOYEES' RETIRE	10/12/2009	3rd Qtr PERF Contribution, 2009	\$21,884.76
28795	918	QUILL CORPORATION	10/12/2009	Indexes, Labeler Tape, Envelopes, Toner, Fax Ribbon, Double Sided Tape, Correction Tape, ite-Out Tape, Sticky Notes, 3 Hole Punch, Ruled Pads	\$182.91
28796	919	REBECCA THOMASON	10/12/2009	Returnd Book patron previously paid for	\$6.99
28797	920	EMBARQ	10/12/2009	Local Phones-Rens-October	\$132.90
28798	921	RECORDED BOOKS, LLC	10/12/2009	Audio books, Non Print Literacy, Net Library	\$4,085.14
28799	922	ROEING CORPORATION	10/12/2009	3rd Installment on July 2008 Contract for Technical support	\$5,000.00
28800	923	ROTARY CLUB of RENSSSELAE	10/12/2009	May, June, July, August Dues	\$51.00
28801	924	S & S WORLDWIDE, INC	10/12/2009	Prizes for Fall Festival	\$49.98
28802	925	SCHOLASTIC LIBRARY PUBLIS	10/12/2009	Books	\$113.60
28803	926	SHARON NANNINGA	10/12/2009	Facilitator for ESL Brunch at Demotte	\$25.00
28804	927	SHOW ME BOOKS, INC	10/12/2009	Books	\$26.00
28805	928	TEACH ME	10/12/2009	DVDs	\$31.92
28806	929	THE LIBRARY CORPORATION	10/12/2009	L.S. Software License Support	\$996.00
28807	930	TRU-GREEN LIMITED PARTNE	10/12/2009	Crabapple treatment	\$40.95
28808	931	TYSEN'S FAMILY FOOD CENTE	10/12/2009	Booktalk, storytime, afterschool program expenses	\$19.86
28809	932	ULINE	10/12/2009	Disposable Bags	\$72.70

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
28810	933	VISION SERVICE PLAN- (IN)	10/12/2009	Vision Premium, Oct 2009 (19 employees)	\$171.62
28811	934	WAL-MART COMMUNITY BRC	10/12/2009	DVDs, Janitorial Supplies, Plastic, Baby Wipes, Priage Week Supplies	\$1,621.39
28812	935	WESTON WOODS	10/12/2009	Audio books	\$567.85
150188	936	GOUGH, INC.	10/12/2009	Smoke Test Performed at Wheatfield	\$322.42
150189	937	OFFICE DEPOT	10/12/2009	Wastebaskets	\$17.58
122	938	JASPER COUNTY PUBLIC LIBR	10/12/2009	Transfer from LIRF for DeMotte Masonry Project	\$9,148.00
28813	939	NIPSCO	10/12/2009	DeMotte Utilities, 9/5/09-10/2-09	\$1,994.17
28814	940	PREMIER WASTE & RECYCLIN	10/12/2009	Trash Service, 10/1/09-12/31/09 Demotte Lib.	\$150.00
28815	941	UNIQUE MANAGEMENT SERVI	10/12/2009	Collections, Initial & Secondary - Sept 2009	\$202.68
28803	942	SHARON NANNINGA	10/12/2009	Void A/P Voucher #926. Program where Sharon was Facilitator for ESL Brunch was Canceled	(\$25.00)
28816	943	CITY OF RENSSELAER	10/23/2009	Rens. Lib Utilities, 9/10/09-10/8/09	\$2,380.98
28817	944	EMBARQ	10/23/2009	Local Phones-Wh-November	\$56.03
28818	945	EMBARQ COMMUNICATIONS I	10/23/2009	Long Distance Calls, Rens-DeM-Wh-Nov	\$49.67
28819	946	FIRST TRUST CREDIT UNION	10/23/2009	Direct Deposits w/held from 23 October 09 Payroll-6 participants	\$1,830.00
28820	947	GREAT-WEST RETIREMENT S	10/23/2009	Annuity Contributions from 23 October 09 Payroll - 7 participants	\$1,260.00
0	948	IRS USA TAXPAYMENT	10/26/2009	FICA & Federal Taxes w/held 23 October 09 Payroll, ref #00866493	\$9,418.00
28821	949	JOSEPH ZELLON	10/26/2009	Courier Mileage, 10/1/09-10/15/09	\$330.00
0	950	PAYROLL	10/23/2009	PAYROLL	\$44,076.28
28822	951	AFLAC	10/23/2009	Supplemental Insurance Premium w/held from October Payrolls	\$137.20
Total Amount of Claims					\$218,236.53

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Friday, October 30, 2009

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 3 pages, and except for vouchers not allowed as show on the Register such vouchers are allowed in the total amount of \$218,236.53

Date this 9th day of NOV, 2009.

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

JASPER COUNTY PUBLIC LIBRARY

F5

Receipt Breakdown

October 30, 2009

	THIS MONTH	YEAR-TO-DATE	TOTAL RECEIPTS THIS MONTH	TOTAL RECEIPTS YEAR-TO-DATE
FINES & FEES:			\$2,898.79	\$31,801.22
DeMotte	\$703.69	\$9,766.38		
Rensselaer	\$1,471.41	\$13,422.17		
Wheatfield	\$723.69	\$8,637.66		
PHOTOCOPIES:			\$671.08	\$7,379.95
DeMotte	\$227.35	\$2,552.41		
Rensselaer	\$281.73	\$3,138.39		
Wheatfield	\$162.00	\$1,689.15		
INTEREST:			\$708.67	\$8,903.02
Checking/Repurchase/Savings/CD's	\$708.67	\$8,903.02		
TAXES:			\$49,596.08	\$1,181,647.52
Property Tax	\$0.00	\$604,922.44		
License Excise Tax	\$0.00	\$63,683.27		
Financial Institution Tax	\$0.00	\$833.73		
CVET(Commercial Vehicle Excise)	\$0.00	\$5,815.49		
Local Option/Certified Shares	\$45,079.83	\$450,798.31		
Local Option/Property Tax Repl.	\$4,516.25	\$55,594.28		
TAXABLE SALES:-			\$11.49	\$97.42
REFUNDS:			\$9.98	\$8,950.02
Rebates/Refund	\$9.98	\$394.23		
Insurance Claims/Reimbursements	\$0.00	\$2,035.29		
Meeting Room Rental	\$0.00	\$700.00		
Reimbursement	\$0.00	\$153.18		
Grant Reimbursements	\$0.00	\$292.37		
Miscellaneous Receipts	\$0.00	\$5,374.95		
TOTAL OPERATING FUND RECEIPTS.....			\$53,896.09	\$1,238,779.15
PLAC FUND:-			\$30.00	\$90.00
GIFT FUNDS:			\$221.78	\$8,355.77
DeMotte	\$119.00	\$1,571.48		
Rensselaer	\$30.00	\$4,857.21		
Wheatfield	\$72.78	\$1,927.08		
LIB. IMPROV. RESERVE FUND: (Interest).....			\$204.42	\$2,557.53
BOND & INTEREST REDEMPTION FUND:			\$0.00	\$222,252.41
Property Tax	\$0.00	\$200,714.93		
License Excise Tax	\$0.00	\$19,336.41		
Financial Institution Tax	\$0.00	\$254.01		
CVET(Commercial Vehicle Excise)	\$0.00	\$1,947.06		
RAINY DAY FUND:			\$0.00	\$98,549.78
Special CAGIT Distribution	\$0.00	\$98,549.78		
Interest Earned	\$0.00	\$0.00		
STATE TECHNOLOGY FUND GRANT FUND:-			\$0.00	\$0.00
CAPITAL PROJECTS FUND:			\$819.90	\$186,553.78
Interest Earned	\$819.90	\$7,462.90		
Property Tax	\$0.00	\$162,377.11		
License Excise Tax	\$0.00	\$14,919.06		
Financial Institution Tax	\$0.00	\$207.26		
CVET(Commercial Vehicle Excise)	\$0.00	\$1,587.45		
HOST/HOSPITALITY FUND:-----			\$183.50	\$183.50
LEAVY EXCESS FUND:-----			\$0.00	\$84,309.00
S TAX:-----			\$0.81	\$16.60
CONSTRUCTION FUND: (Interest Earned)-----			\$104.55	\$1,567.62
CASH CHANGE FUND			\$0.00	\$0.00
SUB-TOTAL (page 1).....			\$55,461.05	\$1,843,215.14

WITHHOLDING ACCOUNT FUNDS:

FIT Tax Collected	\$5,823.87	\$57,117.98	\$29,285.58	\$276,488.33
FICA Collected	\$6,556.81	\$63,465.88		
State Tax Collected	\$3,112.30	\$30,199.11		
County Tax Collected	\$2,288.54	\$21,991.68		
Deferred Comp Plan	\$2,520.00	\$25,365.95		
Pre-tax Insurance Plans	\$2,843.10	\$23,530.72		
Life Insurance	\$105.00	\$1,494.52		
PÉRF	\$2,197.29	\$22,397.36		
Garnishments	\$0.00	\$0.00		
Credit Union	\$3,838.67	\$30,925.13		
EIC	\$0.00	\$0.00		
Repayment	\$0.00	\$0.00		
TOTAL RECEIPTS - ALL FUNDS.....			\$84,746.63	\$2,119,703.47

Voucher List

Jasper County Public Library

Report Date: From 11/1/2009 To 11/20/2009

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
28823	952	ALLIED WASTE SERVICES #71	11/9/2009	Trash removal, Whtfld Lib, Nov. 2009	\$52.47
28824	953	AMSTERDAM	11/9/2009	Imprinted Pens	\$249.40
28825	954	ANDREE BUILDERS, INC	11/9/2009	Final payment on masonry work at DeM.	\$11,435.00
28826	955	ARCADIA PUBLISHING	11/9/2009	Genealogy Books	\$23.98
28827	956	BAKER & TAYLOR	11/9/2009	Books, Gift Books, Continuations, AV, freight	\$9,699.76
28828	957	BAKER & TAYLOR ENTERTAIN	11/9/2009	Entertainment DVDs	\$111.63
28880	958	BLUETARP FINANCIAL, INC	11/9/2009	Hardware, paint supplies, grout, floor tiles, adhesive, drill bits, etc.	\$14.65
28830	959	BRENDA THOMPSON	11/9/2009	Mileage: Lifelong Learning Network, Mgmt Mtg	\$48.40
28831	960	BRIAN ORBAN	11/9/2009	Landscape Mtnc @ Whtfld Lib, Sprinkler System Mtnc, Fertilizer, pruning, etc.	\$2,295.00
28832	961	CAPITAL ONE BANK (USA), NA	11/9/2009	magazines, craft/lib supply, DVDs, Music CDs, Book Drop bin pads, Fax machine & Supply, ebay advertisement, mtg expense	\$1,276.41
28833	962	CARDINAL OFFICE PRODUCT	11/9/2009	Qtly Mtnc-Lanier DC425 @ DeM. Workroom copier, July-Oct 2009 less credit for overcharge Apr-July billing	\$180.07
28834	963	CULLIGAN OF KOUTS	11/9/2009	Bottled Water & Monthly rental fee (Nov) @ Whtfld	\$46.60
28835	964	DEBORAH KRISTOFF	11/9/2009	Substitute Courier-Mileage (2 days)	\$66.00
28836	965	DEMCO	11/9/2009	DVD Display Rack (Rens); Bk Tape, Lib Logo Signage (DeM)	\$2,464.80
28837	966	DEREK J. DEJONG	11/9/2009	Mileage for recycling materials, 11/10/08-10/12/09	\$30.05
28838	967	DEX	11/9/2009	Qtly Pymt-Nov & Dec 2009, & January 2010 White & Yellow page listings	\$85.50
28839	968	DIANA KOOY	11/9/2009	Program Expenses, Birding Year of the Dunes	\$12.80
28840	969	DONALD GEAR	11/9/2009	Book Reimbursement (Found lost paid book) less proc fees	\$25.00
28841	970	ELEANOR LONG	11/9/2009	Found Paid Lost CDs- Reimbursement less proc fees	\$26.87
28842	971	EMILY DURAN	11/9/2009	Mileage: AV Shopping Trip	\$24.20
28843	972	EDUCATION NETWORKS OF A	11/9/2009	Internet Access October 2009 & Correct Fund on A/P #689, 797, 882 from Operating expenditure to State Tehcnology Grant Fund.	\$1,110.00
28844	973	EVELYN BRISTOL	11/9/2009	Mileage: CYPD Conference	\$132.55
28845	974	FASE'S WATER TREATMENT &	11/9/2009	Redout - 8 bags (DeM)	\$96.00
28846	975	GA FOODS GROUP	11/9/2009	Third Thursday; Teens Talk Bk discussion, scrapbooking prog, mgmt mtg supplies	\$46.38
28847	976	GALE	11/9/2009	Books, Info Plus series	\$2,082.44
28848	977	INCOLSA	11/9/2009	Workshop-Marc Format Basics (J. Lambert)	\$100.00
28849	978	INTELLIGENT CLEANING SYST	11/9/2009	Roll Towels, M-Fold Hand towels	\$162.00
28850	979	INSPIRATIONAL DISTRIBUTOR	11/9/2009	Christian Books	\$37.12
123	980	JASPER COUNTY PUBLIC LIBR	11/9/2009	Transfer from LIRF Bank Acct for DeMotte Masonry Project	\$11,435.00
28851	981	JEAN LAMBERT	11/9/2009	Marc Format Basics Workshop Mileage & Expenses	\$141.15
28852	982	KAREN L. SLAGER	11/9/2009	Campfire Chillers Ghost Stories program-DeM. Lib.	\$50.00
28853	983	KATHY MARKWALDER	11/9/2009	Pd Found Lost Books-Book Reimbursement	\$14.99
28854	984	KONE, INC.	11/9/2009	4th Qtr Elevator Mtnc	\$450.51
28855	985	LINDA THOMPSON	11/9/2009	Coffee Café supplies	\$4.98
28856	986	LOOKOUT BOOKS	11/9/2009	Children Books	\$350.82
28857	987	NANCY PHILLIPS	11/9/2009	Fish Tank supplies; 3rd Thurs & Halloween Happenings program supplies	\$42.92
28858	988	NORTH AMERICAN ENTERPRI	11/9/2009	ZigZag shelves (19)	\$320.42
28859	989	OFFICE DEPOT	11/9/2009	Speciality Paper; Thermal fax cartridges	\$120.34
28860	990	OFFICEWORKS	11/9/2009	Herman Miller Pneumatic Task Chair (no arms)	\$383.64
28861	991	ORIENTAL TRADING CO., INC	11/9/2009	Scrapbooking program supplies	\$51.92
28862	992	OSBY WATER CONDITIONING	11/9/2009	Salt Pellets & chemicals-Wh. Kinetico Water system	\$151.00

Printed on Monday, November 09, 2009

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<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
28863	993	PATTY STRINGFELLOW	11/9/2009	Mileage: INCOLSA Fall Forum, Budget signing, ASK Committee Mtg, Branch Visits, Pickup Milroy items	\$184.80
28864	994	PEGGY WOODS	11/9/2009	Mileage: Inventory, return DVDs, AV Shopping	\$106.48
28865	995	POPULAR SUBSCRIPTION SE	11/9/2009	Annual Subscriptions (Part 3)-Magazines	\$1,883.50
28866	996	PRECISION CONTROL SYSTE	11/9/2009	4th Qtr. Mtnc; Water Filters,	\$2,750.79
28867	997	PROQUEST LLC	11/9/2009	Microfilm-Rens Republican 5/01/09-8/31/09	\$84.04
28868	998	QUILL CORPORATION	11/9/2009	Calendars, Index cards, fax cartridge returns, speciality paper	\$155.01
28869	999	RACHAEL CAVINDER	11/9/2009	Mileage: KV Reading Council, Mgmt Mtg, Preschool Read Prog.	\$44.00
28870	1000	RECORDED BOOKS, LLC	11/9/2009	Replacement Tape	\$5.95
28871	1001	ROTARY CLUB of RENSSELAE	11/9/2009	Sep/Oct Dues	\$27.00
28872	1002	SCHOLASTIC LIBRARY PUBLIS	11/9/2009	Enchantment World Series Children Books	\$296.40
28873	1003	SHEILA MAXWELL	11/9/2009	7/09-10/09-Mileage & Expenses: Counterparts, Consortium Mtg, Lunch&Learn Prog, Branch trips w/Roeing	\$549.30
28874	1004	SHOWCASES	11/9/2009	Double DVD Cases	\$230.04
28875	1005	SUE TOBIAS	11/9/2009	Mileage: Bank Deposits, Post office, deliver board packets, PERF & Hoosier Start Conferences, etc. & Mtg Expenses	\$99.62
28876	1006	VISION SERVICE PLAN- (IN)	11/9/2009	November Vision premium-19 participants	\$171.62
28877	1007	WAL-MART COMMUNITY BRC	11/9/2009	Software, DVDs, Music CDs, Lib. Supplies, scissors, glue stick, crayons, calculator, refill tapes, batteries, first aid supply, lysol wipes, copy paper	\$942.99
28878	1008	YVONNE DEL VECCHIO	11/9/2009	Mileage: Walking Books (9/2-10/29/09)	\$43.78
150190	1009	OFFICE DEPOT	11/9/2009	Chairmats-Computer workstations-4 (Wh. Construction Project)	\$106.72
28879	1010	EVELYN BRISTOL	11/9/2009	Clock for Storytime room	\$16.47
28881	1011	H.L. MOHLER & ASSOCIATES	11/9/2009	Professional Services & Mileage Expenses-DeM roof project	\$1,542.10
28882	1012	MARIS AND SON, INC	11/9/2009	DeMotte Reroofing Contract, work completed less 5% retainage to date	\$95,047.50
28883	1013	ROEING CORPORATION	11/9/2009	Final Installment on March 2009 Contract #10472 (Technical Support)	\$5,000.00
28884	1014	BRENT HOFFMAN	11/9/2009	Lawn Mowing, October @ DeM, Rens, Whtfld Libraries	\$175.00
0	1015	PAYROLL	11/10/2009	PAYROLL	\$44,437.20
28885	1016	ANTHEM BLUE CROSS BLUE S	11/10/2009	Nov. Health Insurance Premium-19 employees	\$9,338.50
28886	1017	ANTHEM LIFE	11/10/2009	Nov Life Ins. Premium	\$95.39
28887	1018	CENTURYLINK	11/10/2009	Local Phones, Nov, Rens. Lib.	\$138.56
28888	1019	CHICAGO TRIBUNE	11/10/2009	Semi-Annual Subscription, Nov 2009-May 2010-Wh. Lib	\$149.04
28889	1020	FIRST TRUST CREDIT UNION	11/10/2009	Direct Deposits-10Nov09	\$1,829.03
28890	1021	GREAT-WEST RETIREMENT S	11/10/2009	Indiana Deferred Comp Plan, w/held from payroll 10Nov09	\$1,260.00
0	1022	INDIANA DEPARTMENT OF RE	11/20/2009	State & County Taxes w/held 10Nov09 Payroll, ref #70545, Verif Code #27	\$5,400.84
0	1023	IRS USA TAXPAYMENT	11/12/2009	Federal & FICA Tax w/held 10Nov09 Payroll, Ref #00144088	\$9,514.30
28892	1024	JOSEPH ZELLON	11/12/2009	Courier & Recycling Mileage, 10/16-10/30/09	\$365.20
28893	1025	NIPSCO	11/12/2009	Utilities, DeM (10/02-11/04); Wh-Gas only (10/1-10/30)	\$2,488.11
28894	1026	TOWN OF DEMOTTE	11/12/2009	Oct. Trash Pickup @ DeM. Lib	\$68.42
28895	1027	TOWN OF WHEATFIELD SEW	11/12/2009	Sewer Services & Late fees, Nov 2009 @ Wh. Lib.	\$65.79

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
Total Amount of Claims					\$230,066.26

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Monday, November 09, 2009

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 3 pages, and except for vouchers not allowed as show on the Register such vouchers are allowed in the total amount of \$230,066.26

Date this 9th day of November, 2009.

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

DEC.

Agenda

**Jasper County Public Library
Board of Trustees Meeting
Tuesday, December 29, 2009; 4pm
Rensselaer Library**

Purpose

Opening of Meeting

Moment of Silence

Bills to be Allowed

Action

Transfers of Funds

Action

Encumbrances

Action

Adjournment

Voucher List**Jasper County Public Library****Report Date: From 12/15/2009 To 12/31/2009**

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
0	1048	INDIANA DEPARTMENT OF RE	12/18/2009	State & County Taxes w/held 10Nov09 Payroll, ref #72031, Verif Code #29	\$5,290.16
28981	1122	CITY OF RENSSELAER	12/23/2009	Utilities-Rens Lib, 11/9-12/8/09	\$2,758.92
28982	1124	CENTURYLINK	12/24/2009	Local Phones-Wheatfield, December 2009	\$62.02
0	1125	PAYROLL	12/23/2009	PAYROLL	\$44,577.92
0	1126	PAYROLL	12/23/2009	PAYROLL	\$209.60
28983	1127	CENTURYLINK	12/23/2009	Long Distance Service-11/8-12/7/09	\$76.82
28984	1128	FIRST TRUST CREDIT UNION	12/23/2009	Direct Deposits w/held from 23DEC09 Payroll	\$2,053.50
28985	1129	GREAT-WEST RETIREMENT S	12/23/2009	Annuity w/held from 23DEC09 Payroll-7 participants	\$1,260.00
0	1130	IRS USA TAXPAYMENT	12/24/2009	FICA & Federal Tax w/held from 23DEC09 Payrolls - Ref #00860626	\$10,018.59
28986	1131	JOSEPH ZELLON	12/23/2009	Courier Mileage, 12/1-12/15/09	\$363.00
28987	1132	JOURNAL AND COURIER	12/23/2009	DeM. Lib. Newspaper Subscription, 1/1/10-12/31/10	\$211.32
28988	1133	AFLAC	12/23/2009	December Supplemental Premium - B.Thompson, M.Molenaar	\$137.20
28989	1134	ACE HARDWARE	12/29/2009	IDEM modification materials-Wh. Lib; Toilet repair parts, door stops, outdoor railing-DeM Staff entry	\$232.94
28990	1135	ANGELA BARTON	12/29/2009	Rens.Santa Visit - J. Gastineau,Santa	\$115.25
28991	1136	BAKER & TAYLOR	12/29/2009	Books, Continuations, AV	\$1,764.17
28992	1137	BETH REASONER	12/29/2009	Mileage: Deliver flyers, storytime visit-DeM. Lib	\$42.35
28993	1138	BRACKEMYRE PUBLISHING	12/29/2009	2010 Media Directory	\$85.00
28994	1139	BRENDA THOMPSON	12/29/2009	Mileage: B2Bridge, Wh. Christmas Party sub	\$32.87
28995	1140	BRIAN ORBAN	12/29/2009	Pruned shrubs & fertilized, blew out sprinkler system & removed backflow preventer-Wh. Lib.	\$560.00
28996	1141	CAMPBELL PRINTING COMPA	12/29/2009	Rubber Stamp (RUSH)-T.S. Dept	\$17.00
28997	1142	CAPITAL ONE BANK (USA), NA	12/29/2009	Windows 7 & Prof. Office Upgrades	\$164.00
28998	1143	CARDINAL OFFICE PRODUCT	12/29/2009	Annual Copier Mtnc on Rens Patron Copier S207E, 12/1/08-09	\$281.39
28999	1144	CDW GOVERNMENT, INC	12/29/2009	Anti-virus (eTrust) Protection - 110 licenses	\$2,061.50
29000	1145	CENTRAL STATES SALES CO	12/29/2009	Flood Light Bulbs & Outdoor Bulbs	\$190.65
29001	1146	CHESTER TECHNOLOGIES	12/29/2009	Monitor, mouse, Surgearrests, patch cables, USB card reader, cable drops; Printer; Credit on print cartridges	\$78.50
29002	1147	DELL MARKETING L.P.	12/29/2009	21 Optiplex CPU & Monitors; 10 Laptops; Multi-bay charger;	\$34,814.89
29003	1148	DIANA KOOY	12/29/2009	Mileage: Database Mtg, IDEM, bank deposits, water samples, bk discussion mat'ls, performance evaluation, HR Wkshp, PERF Wkshp, Lib Council Mtg; potting soil	\$341.11
29004	1149	DIANE OPOLSKI	12/29/2009	Mileage: ASK Mtg; Humidifier filter	\$26.79
29005	1150	ENGAGED PATRONS.ORG	12/29/2009	Events Hosting Services, Jan-Dec 2010	\$195.00
29006	1151	EVELYN BRISTOL	12/29/2009	Santa Visit @ DeM	\$50.00
29007	1152	FRANK SARGENT	12/29/2009	Reimbursement for Lost book pd & found	\$8.99
29008	1153	GAIL JUNG	12/29/2009	DeMotte Petty Cash: shelf brackets, police report (truck accident), After school prog expense	\$13.40
29009	1154	GAIL JUNG	12/29/2009	Rens Petty Cash: Mileage, Postage, elastic for wastebaskets	\$16.58
29010	1155	GAIL JUNG	12/29/2009	Wheatfield Petty Cash: After-school prog supplies/expenses, postage, fridge lt. bulb, teen gaming night expenses	\$24.43
29011	1156	INDIANA CHAMBER	12/29/2009	Labor Law poster updates	\$41.70
29012	1157	INTELLIGENT CLEANING SYST	12/29/2009	Paper towels, M-folds, Jumbo TP	\$253.32
29013	1158	JAMES R. LITTLE	12/29/2009	Plumbing materials for IDEM compliance-Whtfld; mileage	\$141.30
29014	1159	JOSEPH ZELLON	12/29/2009	Mileage: recycle center & get handrail parts	\$4.40

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
29015	1160	KOLORTECH, INC.	12/29/2009	4 cs long-life fluorescent tubes - Rens Lib.	\$400.50
29016	1161	LEGAL DIRECTORIES PUBLIS	12/29/2009	2009 INDIANA Legal Directory	\$64.75
29017	1162	MIDWEST CASE COMPANY	12/29/2009	Pelican Transport Laptop cases-3	\$724.82
29018	1163	NANCY PHILLIPS	12/29/2009	Wood & dowels for Hanging Bag racks	\$14.36
29019	1164	NANETTE SPEACHT	12/29/2009	Mileage: Rens Christmas Party sub	\$24.20
29020	1165	PATTY STRINGFELLOW	12/29/2009	Mileage & Expenses: INCOLSA Merger, Grant Committee, Director's Mtg.	\$184.01
29021	1166	PEGGY WOODS	12/29/2009	Staff Christmas party deli tray; Mileage: AV shopping trips	\$27.25
29022	1167	RACHAEL CAVINDER	12/29/2009	Mileage: HR Workshop, Preschool visit, Christmas Party sub-DeM.	\$39.60
29023	1168	RACO INDUSTRIES	12/29/2009	Laser Scanner	\$171.49
29024	1169	RAND MCNALLY & COMPANY	12/29/2009	Commercial Atlas Guide/Bk	\$301.31
29025	1170	REGIONAL MECHANICAL INC.	12/29/2009	Plumbing Services-install 3" copper pro press tee per IDEM regulations-Wh. Lib.	\$500.00
29026	1171	ROEING CORPORATION	12/29/2009	ArcServe Annual Mtnc	\$234.00
29027	1172	SUE TOBIAS	12/29/2009	Mileage: Bank Deposits, Post Office (ILL pkgs), HR assistance	\$19.31
29028	1173	THE LIBRARY CORPORATION	12/29/2009	Library Solution License - (HR Spec. computer)	\$1,350.00
29029	1174	UNIQUE MANAGEMENT SERVI	12/29/2009	November Initial & Secondary Placements	\$208.13
29030	1175	WAL-MART COMMUNITY BRC	12/29/2009	Clorox Wipes, cleaning wipes, Bathroom cleaners, air freshners/sprays, rust remover, floor wax, rags, cat litter for DeM steps, folders, blank DVD-R's, Christmas Craft materials, Staff Christmas Party decorations, bubbles/juvenile prog, DVDs, copy paper, Rens. Mtg room supplies	\$783.01
29031	1176	WORLD BOOK INC.	12/29/2009	2010 World Book Encyclopedias-3	\$2,397.00
29032	1177	YVONNE DEL VECCHIO	12/29/2009	Mileage: Walking Books @ DeM. (11/4-12/17)	\$38.72
29033	1178	LINDA POORTENGA	12/29/2009	Mileage: Librarian's Council, Grant Committee Mtgs	\$64.90
29034	1179	JASPER COUNTY PUBLIC LIBR	12/29/2009	Transfer from Operating Fund to LIRF per board approval 12/14/09 Mtg.	\$30,000.00
0	1180	JASPER COUNTY PUBLIC LIBR	12/29/2009	Transfer From Levy Excess fund to Operating Fund per DLGF, 12/19/09.	\$4,594.00

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
<i>Total Amount of Claims</i>					\$150,717.94

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Monday, December 28, 2009

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 3 pages, and except for vouchers not allowed as show on the Register such vouchers are allowed in the total amount of \$150,717.94

Date this 29th day of December, 20 09.

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

December 29, 2009

Whereas, it has been determined that it is now necessary to appropriate more money than was appropriated in the annual budget for various functions of the Jasper County Public Library,

Now, therefore, be it resolved by the Library Board of the Jasper County Public Library, Jasper County, Indiana, for the expenses of the Public Library, the following funds herein named for the purposes herein specified be increased, subject to the laws governing the same.

Whereas, it has been shown that certain existing appropriations now have unobligated balances which will not be needed for the purposes for which appropriated, it is further resolved that the following existing appropriations be reduced in the following amounts:

LIBRARY OPERATING FUND

	<u>Added Amount</u> <u>Appropriated</u>		<u>Amount</u> <u>Reduced</u>
1.12 Salary of Assistants	\$ 4,008.69		
1.21 Employer's Share-FICA	\$ 412.26		
1.23 Employer's Contribution-PERF	\$ 1,328.28	1.24 Employer's Contrib-Ins	\$ 5,749.23
2.11 Official Records	\$ 80.33		
2.21 Cleaning & Sanitation Supplies	\$ 489.03		
2.23 Other Operating Supplies	\$ 629.61		
2.32 Paint & Painting Supplies	\$ 356.28		
2.33 Repair Parts	\$ 24.78	2.12 Stationery & Printing	\$ 3.56
2.42 Marketing Supplies	\$ 4.10	2.41 Library Supplies	\$ 1,580.57
3.13 Legal Services	\$ 3,378.75		
3.21 Telephone	\$ 1,862.29		
3.23 Mileage	\$ 1,014.12		
3.42 Other Insurance	\$ 2,988.00		
3.52 Electricity	\$ 2,642.14		
3.53 Water	\$ 18.80		
3.54 Waste Disposal Services	\$ 117.50		
3.62 Equipment Repairs	\$ 1,177.14		
3.91 Dues	\$ 209.40		
3.95 Book Reimbursement	\$ 23.16	3.26 Networking	\$16,022.77
3.98 Maintenance Contracts	\$18,614.24	3.51 Gas	\$16,022.77
TOTAL Added	\$39,378.90	TOTAL Reduced	\$39,378.90

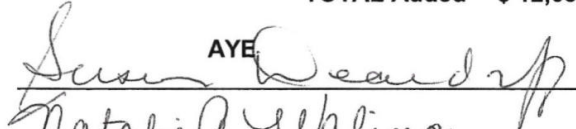
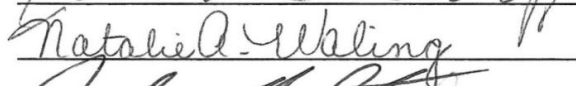
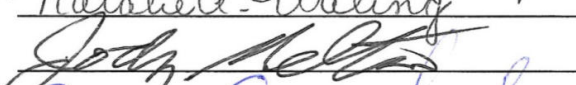
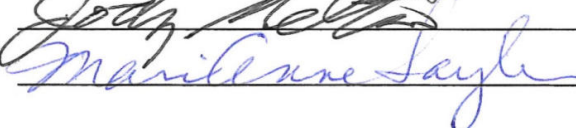
CAPITAL PROJECTS FUND

	<u>Added Amount</u> <u>Appropriated</u>		<u>Amount</u> <u>Reduced</u>
3.98 Maintenance/Service Contracts	\$ 3,275.82	4.4 Furniture & Equipment	\$ 3,275.82
4.53 Non-Printed Materials	\$ 4,544.50	4.4 Furniture & Equipment	\$ 4,544.50
TOTAL Added	\$ 7,820.32	TOTAL Reduced	\$ 7,820.32

RAINY DAY FUND

	<u>Added Amount</u> <u>Appropriated</u>		<u>Amount</u> <u>Reduced</u>
3.14 Other Professional Services	\$ 12,637.40	3.61 Building & Structures	\$ 11,937.40
		4.4 Furniture & Equipment	\$ 700.00
TOTAL Added	\$ 12,637.40	TOTAL Reduced	\$ 12,637.40

AYE

NAY

ATTEST:


Secretary, Jasper Co. Public Library Board

Resolution to Encumber Library Improvement Reserve (130) Fund

WHEREAS, it has been determined that it is now necessary to encumber appropriations from the Library Improvement Reserve Fund for items which have purchase orders/contracts having not yet been delivered and services which have yet to be met to further the projects of JASPER COUNTY PUBLIC LIBRARY during 2009; Now, therefore be it resolved by the Library Board of the JASPER COUNTY PUBLIC LIBRARY, JASPER County, Indiana, that for the following appropriations hereby be encumbered from the **2009** budget for the Library Improvement Reserve Fund and ordered set apart out of that fund herein named and for the purposes herein specified, subject to the laws governing the same:

<u>Contract/Purchase Order</u>	<u>Vendor's Name</u>	<u>Budget Line Item</u>	<u>Amount Encumbered</u>
Dated 7/14/09	Maris and Son, Inc	3.61	\$ 24,730.50

Presented to the JASPER COUNTY PUBLIC LIBRARY BOARD, read in full and adopted this **29th** **Day of December, 2009**, by the following aye and nay vote.

AYE

NAY

Susan Deardorff
Natalie A. Webling
Jody Melton
Brian Ann Layton

ATTEST:

Jody Melton
Secretary, Jasper County Public Library Board

**Agenda
Jasper County Public Library
Board of Trustees Meeting
Monday, December 14, 2009, 7pm
Rensselaer Public Library**

Opening of Meeting

Moment of Silence

Approval of Consent Agenda & Consent Agenda Items

Action

Minutes of November Board Meeting
Bills/Financial Reports
Salary Ordinance Update (R 7)
Library Policies (R 10; R 13)
Workshop Requests (R 15)

General Business

DeMotte Library Roof Project Update (R 16)	Information
Wheatfield Library Roof (R 16)	Information
Painting Donated to the Rensselaer Library (R 16)	Action
LIRF Transfers (R 16)	Action
2010 Salary Increase (R 16)	Action
Election of Officers (R 16)	Action
Board Meeting Time (R 16- R 17)	Discussion
End of December Board Meeting (R 17)	Information

Director's Report (R 15-R 20)

Information

Items for Future Agendas

Public Forum

Adjournment

MINUTES

Jasper County Public Library Board of Trustees
7:00 PM

November 9, 2009
DeMotte Library

Present: Susan Deardorff, Mari Anne Sayler, Jody Melton, Natalie Waling, Timothy Schultz Jr., Patricia Stringfellow, Gail Jung, Diana Kooy, Brenda Thompson, Evelyn Bristol.

Absent: Joan Floyd & Deana George

Agenda & Consent Agenda Approval: M. Sayler moved, J. Melton seconded, to approve the Consent Agenda and Agenda items, namely, the October Board Meeting minutes, monthly bills, and financial reports, Advanced Draw Resolution, and revisions to each of policies, Indemnification Policy, Circulation Policy, and Materials Selection Policy, as presented. Motion was unanimously approved.

Wheatfield Library Roof Assessment: A field report was provided in the board packets from the Troyer Group along with a plywood assessment. Sean Frederick with Troyer recapped their findings from the smoke test. The areas they expected good air flow did not happen and vice versa. The plywood manufacturer found no fault with their product. Irrigation system hitting AC condenser units while engaged could be blowing water to underside of soffit, and be a possible source of moisture in attic. Troyer is suggesting three levels of repairs/recommendations that were outlined in the field report. Level one is to improve functionality of ventilation with levels two and three addressing necessary repairs.

The board asked Troyer to confirm that vapor barrier is present in attic; to do another smoke test with fire doors open to justify installing a magnetic hold open system; and have ridge vent and soffit manufacturer representatives come out to evaluate the functionality of their products.

DeMotte Roof: Roof is two-thirds complete. Maris & Son will not meet the Nov. 15th contract deadline. Hard rains slowed the project in the last couple of weeks. It is expected to be finished by Dec 1. There is no penalty clause in contract. Maris & Son are aware of the safety concerns we have at the entrance of library. Only three sheets of plywood were found to have moisture damage during shingle removal stage. Regarding ventilation we will need to get a proposal from Maris or another vendor to close off a vent that extends through the attic that is located at the bottom of roof's original construction and then vent through the insulated decking a few more inches and through the soffit since there are no ridge vents in this area. It will be more energy efficient and a savings to the library to get it closed off. Maris & Sons have been very accommodating and easy to work with according to the director.

Wheatfield Landscaping: The director reported that Mark Dyke did visit the Wheatfield Wetlands in October. He reported to her that there was a fair amount of rain at the time of his visit. In regards to water coming into the south retention pond from the nearby road and neighbor's parking lot, he reports that he did not notice anything that looked suspicious. He checked the parking lot area and the road area, and they seem to be draining the way they

should. According to Mark, there is not excessive run off from either area. He is willing to meet with Bruce Shepherd on site if Bruce wants to schedule a time to meet to discuss this further. Bruce is interested in meeting.

Bruce Shepherd and Dan Perkins from Soil & Water Conservation District were present and shared their observations and got our input as to our vision for landscaping around our building. Our resources, namely time and money, are limited. Dan Perkins suggested we could use a gradual approach and also visit some sites nearby with native plantings asking questions about maintenance time, upkeep, sustainability, etc. He stated that burnings are often another way native grasses are managed, and volunteer fire departments are usually willing to do a controlled burn. They suggested partnering with us to come up with a plan to provide for native plantings, more simple and manageable grounds, utilizing some of our existing plantings. Dan will also consult with Spence Restoration Nursery and ask them to come out and look over the area for their comments and direction. Grant monies may be available to help with funding.

Health Insurance: Premiums for 2010 have increased about one percent over 2009. We improved the dental coverage that had been at \$1000 for the past ten years to \$1500 maximum per year and added a \$1000 orthodontia lifetime maximum. The rest of the health insurance plan is identical to the 2009 plan. Life insurance increased slightly. On a motion by J. Melton, seconded by M. Sayler, the board approved to offer the same insurance benefits in 2010 increasing the dental. Motion passed. The library will continue to contribute 80% of a 35-40 hr employee and 50% for employees working 30-34 hours of the 'single' core premium.

Long-Range Plan 2010-2014: We are required by the Indiana State Library to have a long-range plan. The Librarians' Council, which is comprised of the Director, the Technical Services Librarian, and the three Managing Librarians, developed the Long Range Plan 2010-2014 using data collected from our 2008 User/Non-User Surveys and 2009 Staff Surveys. Four areas of focus are: staff, marketing, facilities, and library products/services/programs with goals/objectives in each area. N. Waling moved, seconded by J. Melton, to accept the Long-Range Plan 2010-2014. Motion was unanimous. N. Waling commended the council for a very comprehensive plan and their insight in putting together an incredibly thorough plan.

2010 Slate of Officers: N. Waling, Nominating Committee chairperson, presented the following for 2010 slate of officers: J. Melton as President, T. Schultz as Vice-President, S. Deardorff as Secretary; M. Sayler as Treasurer, and N. Waling as Asst. Treasurer. Election will be held at the December board meeting.

Year-end Board Meeting: This meeting is scheduled for Tuesday, December 29th, to wrap up financial matters, encumbrances, transfers, and final year bills. The time will be set at the regular December board meeting. N. Waling, S. Deardorff, and M. Sayler will be available for the short morning meeting. A quorum is needed to conduct business so we will need at least one other board member to attend.

DeMotte Annual Report: B. Thompson, DeMotte Branch Librarian, presented The 2009 Adventures of the DeMotte Library with the assistance of Youth Services Specialist, E. Bristol. Their power point presentation encompassed staff highlights, monthly adult and children programming, and future goals. Their primary objectives for 2010 are to continue to increase circulation, more programs – with emphasis on Hispanic population and families, database awareness, weeding, networking with other Indiana librarians and community leaders, collection development-more graphic novels, etc. The board was very appreciative of their dedication and very, very hard work in serving the needs of their community.

Director's report: A summary of our People Count Week statistics has been provided for all Board members. This count is conducted in October and is a reflection of a typical week in the library. Statistics are used when compiling data for our Annual Report for the State Library in January of each year.

J. Douthit, Technical Services Librarian, gave her verbal resignation in October and shared with staff that she will be moving out of state due to her husband taking a new job.

Future Agenda: Roof & Landscape Update in regards to Wheatfield Library.

Adjournment: With no further matters for discussion, J. Melton moved to adjourn at 9:00 PM. M. Sayler seconded the motion.


Mari Anne Sayler, Secretary pro tem


Attest: Jody Melton, President pro tem

CIRCULATION BY HOLDINGS CODE
November 2009

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
Award Winner JBIO (DAJBIO)	0	0	0	0
Award Winner JE (DAJE)	0	0	0	0
Award Winner JFIC (DAJFIC)	0	0	0	0
Award Winner JNF (DAJNF)	0	0	0	0
Award Winner JPFIC (DAJBPF)	0	0	0	0
Award Winning fiction (DAWFIC)	19	1	0	20
Award Winning non-fiction (DAWNF)	1	0	0	1
Award Winner YAFIC (DAYAF)	0	0	0	0
Award Winner YAPFIC (DAYPBF)	0	0	0	0
Biography (DBIO)	72	6	2	80
Books on CD (DBKCD)	155	6	2	163
Books on Tape (DBKT)	14	0	0	14
Compact Disc (DCD)	404	17	12	433
Digital Audiobooks (DDA)	7	0	0	7
DVD (DDVD)	1756	8	6	1770
Equipment (DEQP)	174	0	1	175
See librarian (DERR)	0	0	0	0
Express Book (DEXP)	62	0	0	62
Fiction (DFIC)	826	26	12	864
Fiction Fantasy (DFICF)	30	2	1	33
Fiction Mystery (DFICM)	87	17	4	108
Fiction New (DFICNEW)	447	24	12	483
Fiction Science Fiction (DFICSF)	4	0	1	5
Fiction Western (DFICW)	39	1	0	40
Genealogy (DGENE)	0	0	0	0
Genealogy Mag (DGMAG)	0	0	0	0
Graphic Novels (DGN)	45	0	1	46
Hanging Bags (DHANG)	26	0	0	26
ILL (DILL)	57	1	0	58
Internet (DINTER)	1412	0	0	1412
Juv. Audio book (DJAUDB)	20	0	5	25
Juv. Biography (DJBIO)	32	1	1	34
Juv. Book on CD (DJBKCD)	0	0	0	0
Juv. Book on Tape (DJBKT)	0	0	0	0
Juv. Compact Disc (DJCD)	48	1	0	49
Juvenile Easy (DJE)	819	15	8	842
Juv. Easy Non-fiction (DJENF)	41	2	0	43
Juv. Easy Reader (DJER)	477	15	2	494
Juv. Fiction (DJFIC)	515	17	15	547
Juv. Holiday books (DJHOL)	137	5	0	142
Juv. Magazine (DJMAG)	73	0	1	74
Juv. Music Cassette (DJMC)	0	0	0	0
Juv. Nonfiction (DJNFI)	308	20	8	336
Juv. Nonfic Text Bk (DJNFTB)	0	0	0	0
Juv. Paperback fic (DJPBF)	0	0	0	0
Juv. Professional Coll. (DJPRO)	0	0	0	0
Juv. Reference (DJREF)	1	0	0	1
Juv. Toddler (DJTOD)	177	1	3	181
Large Print Fiction (DLPF)	139	4	4	147

Large Print Nonfic (DLPNF)	7	0	1	8
Magazine (DMAG)	765	0	4	769
Music Cassette (DMCAS)	0	0	0	0
Nonfiction 000 (DNF000)	12	0	3	15
Nonfiction 100 (DNF100)	24	2	0	26
Nonfiction 200 (DNF200)	30	6	1	37
Nonfiction 300 (DNF300)	113	28	3	144
Nonfiction 400 (DNF400)	1	0	0	1
Nonfiction 500 (DNF500)	37	1	2	40
Nonfiction 600 (DNF600)	287	6	4	297
Nonfiction 700 (DNF700)	116	17	5	138
Nonfiction 800 (DNF800)	28	6	1	35
Nonfiction 900 (DNF900)	105	4	0	109
Nonfiction DVD (DNFDVD)	59	0	0	59
Nonfiction (DNFIC)	0	0	0	0
Nonfiction New (DNFNEW)	164	11	3	178
Nonfiction VHS (DNFVHS)	11	0	0	11
Oversize (DOVER)	0	1	0	1
Professional Coll. (DPROF)	0	0	0	0
Parent Shelf Juv. Fic (DPSJFic)	0	0	0	0
Parent Shelf Juv. NF (DPSJNF)	11	0	1	12
Reference (DREF)			0	0
Ref. Magazine (DRMAG)	0	0	0	0
Reference Software (DRSW)	0	0	0	0
Spanish Collection (DSPA)	14	0	0	14
Software (DSWAR)	84	0	0	84
Vertical File (DVF)	0	0	0	0
VHS (DVHS)	273	2	1	276
YA Audio book (DYAUSB)	13	3	1	17
YA Biography (DYAB)	1	0	0	1
YA Books on CD (DYABKCD)	0	0	0	0
YA Books on Tape (DYABKT)	0	0	0	0
YA Fiction (DYAF)	257	8	16	281
YA Nonfiction (DYANF)	12	1	3	16
YA Paperback Fic (DYAPBF)	0	0	0	0
Storage (DZSTO)	12	0	0	12
Award Winner JBIO (RAJBIO)	0	0	0	0
Award Winner JE (RAJE)	0	0	0	0
Award Winner JFIC (RAJFIC)	0	0	0	0
Biography (RBIO)	6	61	1	68
Books on CD (RBKCD)	6	150	1	157
Books on Tape (RBKT)	1	24	0	25
Compact Disc (RCD)	13	372	13	398
Digital Audiobooks (RDA)	0	3	0	3
DVD (RDVD)	7	2443	7	2457
Equipment (REQP)	0	58	0	58
See librarian (RERR)	0	0	0	0
Express Book (REXP)	0	47	0	47
Fiction (RFIC)	33	847	10	890
Fiction New (RFICNEW)	22	382	9	413
Genealogy (RGENE)	0	0	0	0
Genealogy Mag (RGMAG)	0	0	0	0
Gen. Milroy Coll (RGMIL)	0	0	0	0
Graphic Novels (RGN)	1	91	7	99

Hanging Bag (RHANG)	0	34	1	35
ILL (RILL)	0	61	2	63
Internet (RINTER)	0	2128	0	2128
Juv. Audio book (RJAUDB)	0	13	0	13
Juv. Biography (RJBIO)	0	64	0	64
Juv. Book on CD (RJBKCD)	0	0	0	0
Juv. Book on Tape (RJBKT)	0	0	0	0
Juv. Compact Disc (RJCD)	0	25	4	29
Juvenile Easy (RJE)	1	838	7	846
Juv. Easy Non-fiction (RJENF)	0	84	2	86
Juv. Easy Reader (RJER)	5	248	1	254
Juv. Fiction (RJFIC)	22	478	8	508
Juv. Magazine (RJMAG)	0	13	0	13
Juv. Music Cassette (RJMC)	0	0	0	0
Juv. Nonfiction (RJNF)	7	648	12	667
Juv. Paperback fic (RJPBF)	0	0	0	0
Juv. Professional Coll. (RJPRO)	0	0	0	0
Juv. Reference (RJREF)	0	1	0	1
Juv. Toddler (RJTOD)	2	165	0	167
Large Print Fiction (RLPF)	19	184	3	206
Large Print Nonfic (RLPNF)	2	7	0	9
Magazine (RMAG)	0	431	4	435
Music Cassette (RMCAS)	0	0	0	0
Non-Fiction 000 (RNF000)	0	7	2	9
Non-Fiction 100 (RNF100)	1	32	1	34
Non-Fiction 200 (RNF200)	3	27	2	32
Non-Fiction 300 (RNF300)	9	83	0	92
Non-Fiction 400 (RNF400)	2	1	0	3
Non-Fiction 500 (RNF500)	1	18	0	19
Non-Fiction 600 (RNF600)	15	233	6	254
Non-Fiction 700 (RNF700)	4	140	2	146
Non-Fiction 800 (RNF800)	0	37	1	38
Non-Fiction 900 (RNF900)	3	63	0	66
Nonfiction DVD (RNFDVD)	6	114	3	123
Nonfiction (RNFIC)	0	0	0	0
Nonfiction new (RNFNEW)	9	172	7	188
Nonfiction VHS (RNFVHS)	1	22	0	23
Oversize (ROVER)	0	1	0	1
Professional Coll. (RPRO)	0	0	0	0
Reference (REF)	0	0	0	0
Reference Business (RREFB)	0	0	0	0
Ref. Magazine (RRMAG)	0	0	0	0
Ready Reference (RRR)	0	0	0	0
Reference Software (RRSW)	0	0	0	0
Spanish Collection (RSPA)	0	8	0	8
Software (RSWAR)	0	60	0	60
Vertical File (RVF)	0	2	0	2
VHS (RVHS)	2	179	2	183
YA Audio book (RYAUDB)	3	6	2	11
YA Biography (RYAB)	2	1	0	3
YA Books on CD (RYABKCD)	0	0	0	0
YA Books on Tape (RYABKT)	0	0	0	0
YA Fiction (RYAF)	11	134	6	151
YA Nonfiction (RYANF)	2	27	0	29
YA Paperback Fic (RYAPBF)	0	0	0	0

Storage (RZSTO)	0	1	0	1
Award Winner JE (WAJE)	0	0	0	0
Biography (WBIO)	5	9	24	38
Books on CD (WBKCD)	7	7	152	166
Books on Tape (WBKT)	0	1	16	17
Compact Disc (WCD)	12	16	323	351
Digital Audiobooks (WDA)	0	0	3	3
DVD (WDVD)	7	15	1610	1632
Equipment (WEQP)	0	0	35	35
See librarian (WERR)	0	0	0	0
Express Book (WEXP)	0	0	46	46
Fiction (WFIC)	48	29	339	416
Fiction Fantasy (WFICF)	1	1	4	6
Fiction Mystery (WFICM)	2	17	86	105
Fiction New (WFICNEW)	36	23	379	438
Fiction Science Fiction (WFICSF)	1	1	7	9
Fiction Western (WFICW)	0	0	3	3
Genealogy (WGENE)	0	0	0	0
Genealogy Mag (WGMAG)	0	0	0	0
Graphic Novels (WGN)	1	0	38	39
Hanging Bags (WHANG)	0	3	4	7
ILL (WILL)	1	2	48	51
Internet (WINTER)	0	0	888	888
Juv. Audio book (WJAUDB)	2	1	14	17
Juv. Biography (WJBIO)	1	0	19	20
Juv. Book on CD (WJBKCD)	0	0	0	0
Juv. Book on Tape (WJBKT)	0	0	1	1
Juv. Compact Disc (WJCD)	0	0	22	22
Juvenile Easy (WJE)	6	22	564	592
Juv. Easy Non-fiction (WJENF)	3	3	71	77
Juv. Easy Reader (WJER)	1	9	209	219
Juv. Fiction (WJFIC)	24	22	258	304
Juv. Magazine (WJMAG)	1	2	36	39
Juv. Music Cassette (WJMC)	0	0	0	0
Juv. Nonfiction (WJNF)	5	22	233	260
Juv. Paperback fic (WJPBF)	0	0	0	0
Juv. Professional Coll. (WJPRO)	0	0	0	0
Juv. Reference (WJREF)	0	0	0	0
Juv. Toddler (WJTOD)	2	4	135	141
Large Print Fiction (WLPF)	11	13	92	116
Large Print Nonfic (WLPNF)	0	1	10	11
Magazine (WMAG)	10	0	428	438
Non-Fiction 000 (WNF000)	0	2	4	6
Non-Fiction 100 (WNF100)	0	0	12	12
Non-Fiction 200 (WNF200)	3	2	7	12
Non-Fiction 300 (WNF300)	6	17	39	62
Non-Fiction 400 (WNF400)	0	0	5	5
Non-Fiction 500 (WNF500)	0	0	17	17
Non-Fiction 600 (WNF600)	19	4	121	144
Non-Fiction 700 (WNF700)	2	12	79	93
Non-Fiction 800 (WNF800)	0	2	0	2
Non-Fiction 900 (WNF900)	0	3	57	60
Nonfiction DVD (WNFDVD)	0	1	83	84
Nonfiction (WNFIC)	0	0	0	0

Nonfiction New (WNFNEW)	17	6	83	106
Nonfiction VHS (WNFVHS)	1	0	9	10
Professional Coll. (WPROF)	0	0	0	0
Parent Shelf Juv. Fic (WPJF)	0	0	0	0
Parent Shelf Juv. NF (WPSJNF)	0	0	0	0
Reference (WREF)	0	0	0	0
Ref. Magazine (WRMAG)	0	0	0	0
Reference Software (WRSWAR)	0	0	0	0
Spanish Collection (WSPA)	1	0	5	6
Software (WSWAR)	1	0	65	66
Vertical File (WVF)	0	0	0	0
VHS (WVHS)	1	2	210	213
YA Audio book (WYAUSB)	0	0	1	1
YA Biography (WYAB)	0	0	1	1
YA Books on CD (WYABKCD)	2	1	1	4
YA Books on Tape (WYABKT)	0	0	0	0
YA Fiction (WYAF)	17	12	182	211
YA Nonfiction (WYANF)	1	3	35	39
YA Paperback Fic (WYAPBF)	0	0	0	0
Storage (WZSTO)	0	0	1	1
TOTAL	11339	11844	7390	30573

CIRCULATION BY HOLDINGS CODE
November 2009

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
Award Winner JBIO (AJBIO)	0	0	0	0
Award Winner JE (AJE)	0	0	0	0
Award Winner JFIC (AJFIC)	0	0	0	0
Award Winner JNF (AJNF)	0	0	0	0
Award Winner JPFIC (AJPF)	0	0	0	0
Award Winning fiction (AWFIC)	19	1	0	20
Award Winning non-fiction (AWNFI)	1	0	0	1
Award Winner YAFIC (AYAF)	0	0	0	0
Award Winner YAPFIC (YAYPBF)	0	0	0	0
Biography (BIO)	83	76	27	186
Books on CD (BKCD)	168	163	155	486
Books on Tape (BKT)	15	25	16	56
Compact Disc (CD)	429	405	348	1182
Digital Audiobooks (DA)	7	3	3	13
DVD (DVD)	1770	2466	1623	5859
Equipment (EQP)	174	58	36	268
See librarian (ERR)	0	0	0	0
Express Book (EXP)	62	47	46	155
Fiction (FIC)	907	902	361	2170
Fiction Fantasy (FICF)	31	3	5	39
Fiction Mystery (FICM)	89	34	90	213
Fiction New (FICNEW)	505	429	400	1334
Fiction Science Fiction (FICSF)	5	1	8	14
Fiction Western (FICW)	39	1	3	43
Genealogy (GENE)	0	0	0	0
Genealogy Mag (GMAG)	0	0	0	0
Gen. Milroy Coll (GMIL)	0	0	0	0

Graphic Novels (GN)	47	91	46	184
Hanging Bags (HANG)	26	37	5	68
ILL (ILL)	58	64	50	172
Internet (INTR)	1412	2128	888	4428
Juv. Audio book (JAUDB)	22	14	19	55
Juv. Biography (JBIO)	33	65	20	118
Juv. Book on CD (JBCD)	0	0	0	0
Juv. Book on Tape (JBKT)	0	0	1	1
Juv. Compact Disc (JCD)	48	26	26	100
Juvenile Easy (JE)	826	875	579	2280
Juv. Easy Non-Fiction (JENF)	44	89	73	206
Juv. Easy Reader (JER)	483	272	212	967
Juv. Fiction (JFIC)	561	517	281	1359
Juv. Holiday (JHOL)	137	5	0	142
Juv. Magazine (JMAG)	74	15	37	126
Juv. Music Cassette (JMC)	0	0	0	0
Juv. Nonfiction (JNF)	320	690	253	1263
Juv. Nonfic Text Bk (JNFT)	0	0	0	0
Juv. Paperback fic (JPBF)	0	0	0	0
Juv. Professional Coll. (JPRO)	0	0	0	0
Juv. Reference (JREF)	1	1	0	2
Juv. Toddler (JTOD)	181	170	138	489
Large Print Fiction (LPF)	169	201	99	469
Large Print Nonfic (LPNF)	9	8	11	28
Magazine (MAG)	775	431	436	1642
Music Cassette (MCAS)	0	0	0	0
Non-Fiction 000 (NF000)	12	9	9	30
Non-Fiction 100 (NF100)	25	34	13	72
Non-Fiction 200 (NF200)	36	35	10	81
Non-Fiction 300 (NF300)	128	128	42	298
Non-Fiction 400 (NF400)	3	1	5	9
Non-Fiction 500 (NF500)	38	19	19	76
Non-Fiction 600 (NF600)	321	243	131	695
Non-Fiction 700 (NF700)	122	169	86	377
Non-Fiction 800 (NF800)	28	45	2	75
Non-Fiction 900 (NF900)	108	70	57	235
Non-Fiction DVD (NFDVD)	65	115	86	266
Nonfiction (NFIC)	0	0	0	0
Nonfiction New (NFNEW)	190	189	93	472
Nonfiction VHS (NFVH)	13	22	9	44
Oversize (OVER)	0	2	0	2
Professional Coll. (PROF)	0	0	0	0
Parent Shelf Juv. Fic (PJF)	0	0	0	0
Parent Shelf Juv. NF (PSJNF)	11	0	1	12
Reference (REF)	55	63	49	167
Reference Business (REFB)	0	0	0	0
Ref. Magazine (RMAG)	0	0	0	0
Ready Reference (RRR)	0	0	0	0
Reference Software (RSWAR)	0	0	0	0
Spanish Collection (SPA)	15	8	5	28
Software (SWAR)	85	60	65	210
Vertical File (VF)	0	2	0	2
VHS	276	183	213	672
YA Audio book (YAUDB)	16	9	4	29
YA Biography (YAB)	3	1	1	5

YA Books on CD (YABKCD)	2	1	1	4
YA Books on Tape (YABKT)	0	0	0	0
YA Fiction (YAF)	285	154	204	643
YA Nonfiction (YANF)	15	31	38	84
YA Paperback Fic (YAPBF)	0	0	0	0
Storage (ZSTO)	12	1	1	14
				0
Free reads	710	411	125	1246
Games/Puzzles	0	8	0	8
Talking books	0	0	0	0
Assignment Shelf Books	0	0	0	0
TOTAL	12104	12326	7564	31994

	DeMotte	Rensselaer	Wheatfield	
ADULT BOOKS				
Fiction	2529	2030	1138	5697
Nonfiction	1231	1163	609	3003
CHILDREN'S BOOKS				
Fiction	2070	1835	1210	5115
Nonfiction	547	850	347	1744
YA BOOKS				
Fiction	332	245	250	827
Nonfiction	18	32	39	89
Magazines, Adult	775	431	436	1642
Magazines, Children	74	15	37	126
Sound Recordings, adult	637	606	527	1770
Sound Recordings, ch	96	77	51	224
Online databases	0	0	0	0
Software	85	60	65	210
Vertical file	0	2	0	2
VHS/DVD	2124	2786	1931	6841
Equipment	174	58	36	268
Total	10692	10190	6676	27558
A-V Circulation	2942	3529	2574	9045
A-V Circulation as % of total	27.5%	34.6%	38.6%	32.8%

November 2009

[illegible]

ADULT BOOKS

Fiction	153	39	2,529	90	15	2,030	109	32	1,138	5,697
Nonfiction	91	139	1,231	108	124	1,163	48	21	609	3,003

Fiction	54	10	2,070	47	43	1,835	18	0	1,210	5,115
Nonfiction	20	37	547	22	0	850	5	1	347	1,744

Fiction	4	1	332	17	0	245	23	0	250	827
Nonfiction	0	0	18	0	0	32	0	0	39	89

Magazines,Adult	775	431	436	1,642
Magazines, Child	74	15	37	126

Games, Toys	0
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Sound Rec/Adult	11	1	637	13	0	606	0	0	527	1,770
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Sound Rec/Child	1	0	96	1	2	77	1	0	51	224
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[illegible]

Software	0	0	85	0	1	60	0	0	65	210
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Vertical Files	0	0	0	0	0	2	0	0	0	2
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VHS/DVD	11	4	2 124	28	3	2 786	2	2	1 931	6 841
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Equipment	174	58	36	268
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TOTAL	345	231	10,692	326	188	10,190	206	56	6,676	27,558
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10,412	545	201	10,392	528	100	10,190	200	50	9,970	27,000
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END OF MONTH.	DEMOTTE	PENNSLAER	WHEATEFIELD
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Total Materials Owned	69,049	59,132	44,614
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Total Materials Owned	83,813	83,102	11,811
Circulation Increase/Decrease	13.6%	-1.1%	0.0%

Circulation Increase/Decrease	12.6%	1.1%	9.8%

MONTHLY SYSTEM STATISTICS	2008	2009	% change
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Current month's Circulation	26 468	27 558	4.1%
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Current month's circulation	28,100	27,000	1.1%
Jan. to date circulation	302,695	329,037	8.7%

Gain to date circulation	302,090	323,007	3.7 %
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DEMOTTE COLLECTION		RENSSELAER COLLECTION		WHEATFIELD COLLECTION	
Start of Month	End of Month	Start of Month	End of Month	Start of Month	End of Month
Volumes	Volumes	Volumes	Volumes	Volumes	Volumes
XX					
				ADULT BOOKS	
18,771	18,885	11,457	11,532	12,358	12,435 Fiction
18,112	18,064	19,141	19,125	9,863	9,890 Nonfiction
				CHILDREN'S BKS	
13,503	13,547	10,978	10,982	9,034	9,052 Fiction
8,801	8,784	5,946	5,968	5,096	5,100 Nonfiction
				YA BOOKS	
2,276	2,279	2,275	2,292	1,827	1,850 Fiction
482	482	678	678	165	165 Nonfiction
				0 Magazines,Adult	
				0 Magazines, Child	
0	0	20	20	0	0 Games, Toys
2,642	2,652	3,103	3,116	2,970	2,970 Sound Rec/Adult
589	590	430	429	549	550 Sound Rec/Child
25	25	16	16	1	1 Online Databases
344	344	354	353	166	166 Software
3	3			Vertical Files	
3,268	3,275	4,454	4,479	2,378	2,378 VHS/DVD
119	119	142	142	57	57 Equipment
68,935	69,049	58,994	59,132	44,464	44,614 TOTAL
XX					

JASPER COUNTY PUBLIC LIBRARY MONTHLY REPORT
November 2009

R5

	DeMotte		Rensselaer		Wheatfield		TOTAL	HOURS SPENT
		Hrs.		Hrs.		Hrs.		
INTRALIBRARY LOANS FILLED	263	57	274	59	379	82	916	198
LOCAL HISTORY								
In person	3	1	7	2	0	0	10	3
Letters written	3	3	4	4	0	0	7	7
IN-HOUSE USE - HARDWARE/SOFTWARE								
Internet use	1412	59	2128	89	888	37	4428	185
Computer software used	166	14	191	16	101	8	458	38
VCR Use	0	0	0	0	0	0	0	0
Microforms	3	0	3	0	0	0	6	1
CD ROM/Online databases	107	9	218	18	128	11	453	38
Typewriter use	0	0	0	0	0	0	0	0
Other equipment used	0	0	0	0	1	0	1	0
OTHER LIBRARY SERVICES USED								
Outreach activities	24	24	8	5	0	0	32	21
Notarized documents	3	1	8	2	3	1	14	4
Meeting Room Use (no. of group)	48	16	34	11	24	8	106	35
Study room use	21	2	49	4	23	2	93	8
Proctoring	0	0	0	0	0	0	0	0
Tax Forms distributed	0	0	0	0	0	0	0	0
Pull Requests	0	0	0	0	0	0	0	0
IN-HOUSE USE ITEMS	21		394		151		566	
WIRELESS USE via patron owned pcs	219		158		92		469	
SELF-CHECKOUT USE	386		1201		587		2174	
INTERLIBRARY LOANS								
Requests made for:	51	13	50	13	53	13	154	39
Items rec'd for:	55	28	63	32	49	25	167	84
Items requested by other libraries	0		0		0		0	
Items supplied to other libraries	0	0	0	0	0	0	0	0

REGISTRATIONS

Total Borrowers	8047	8122	4473	20642
Non-resident, paying	1	4	0	5
PLAC card users	0	5	1	6
Reciprocal borrowers	378	380	88	846
Number of New Patrons Added	78	52	26	
Number of Patron Cards Expired	304	339	149	

PROGRAMS

	DeMotte	Rensselaer	Wheatfield	TOTAL	HOURS SPENT
	Hrs.	Hrs.	Hrs.		

Programs for all ages	0	0	0	0	1	6	1	6
Children's Programs (0-13)	6	36	17	102	7	42	30	180
Number attending	123		181		168		472	
YA Programs (14-17)	2	12	1	6	0	0	3	18
Number attending	10		7		3		20	
Adult Programs	1	6	2	12	1	6	4	24
Number attending	35		76		47		158	
Senior Citizen Programs	5	30	7	42	4	24	16	96
Number attending	33		88		33		154	
Total Number of Programs	14	84	27	162	13	78	54	324
Total Persons Attending	201		352		251		804	
Total Attending Same Month Last	418		362		288		1068	
Total Staff Hours Spent		310		417		265		992
Total Number of In-House Program	9		20		10		39	
Total Attendance	84		222		119		425	
Total Number of Outreach Program	5		7		3		15	
Total Attendance	117		130		132		379	

CIRCULATION BY PATRON CODE

PATRONS	DeMotte		Rensselaer		Wheatfield		ALL LIBRARIES	
	Items Loaned	% of Total	Items Loaned	% of Total	Items Loaned	% of Total	Items Loaned	% of Total
Adult	7371	69.3%	6075	60.0%	4499	67.9%	17945	65.5%
Corporate	85	0.8%	73	0.7%	0	0.0%	158	0.6%
Juvenile 0-11	254	2.4%	747	7.4%	190	2.9%	1191	4.3%
Juvenile-AV	1588	14.9%	1232	12.2%	1015	15.3%	3835	14.0%
Nonresident No Fee	74	0.7%	130	1.3%	145	2.2%	349	1.3%
Nonresident Fee	0	0.0%	0	0.0%	0	0.0%	0	0.0%
PLAC (state library card)	0	0.0%	99	1.0%	0	0.0%	99	0.4%
Reciprocal Adult	420	3.9%	334	3.3%	130	2.0%	884	3.2%
Reciprocal Juvenile	0	0.0%	22	0.2%	0	0.0%	22	0.1%
Reciprocal Juvenile AV	6	0.1%	6	0.1%	0	0.0%	12	0.0%
Reciprocal YA	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Reciprocal YA AV	0	0.0%	14	0.1%	0	0.0%	14	0.1%
School	0	0.0%	7	0.1%	0	0.0%	7	0.0%
School AV	0	0.0%	0	0.0%	0	0.0%	0	0.0%
St. Joseph College	0	0.0%	85	0.8%	0	0.0%	85	0.3%
Staff	515	4.8%	853	8.4%	508	7.7%	1876	6.8%
Walking books	85	0.8%	108	1.1%	0	0.0%	193	0.7%
YA 12-17	77	0.7%	79	0.8%	11	0.2%	167	2.0%
YA-AV	162	1.5%	263	2.6%	129	1.9%	554	2.0%
Total	10637		10127		6627		27391	
All items borrowed by nonresidents	500	4.7%	697	6.9%	275	4.1%	1472	5.4%

**Salary Ordinance 2009
Updated 12/14/09**

Name	Classification	Present Hrly Wage	Start Date	Hrs Worked	Library
Rebecca Capehart	Page	\$7.25	11/17/09	10	R

Rebecca Capehart has been hired as a page, replacing Olivia Markwalder, who resigned.

We have examined and approved the changes to the 2009 Jasper County Public Library Salary Ordinance. Dated 12/14/09

Jody Miller Deana K. George
MarAnne Sayle Timothy Schultz
Natalie Welling
Susan Ocarroll

Internet Use Policy

Jasper County Public Library (JCPL) multi-use workstations provide access to the Internet, reference resources, online catalog and Microsoft Office software.

The Internet contains a wide variety of material and opinions. Some websites contain material that may be inaccurate, defamatory, illegal or offensive to some people. Users are responsible for determining that the information they access is reliable and suited to their needs.

JCPL staff will identify on its homepage selected, particularly useful, websites. They stand ready to guide patrons in finding reliable information on the Internet. JCPL has no control over material residing on the Internet and specifically denies any responsibility for the accuracy or quality of information obtained there.

Privacy/confidentiality: The library cannot guarantee the confidentiality of personal information transmitted over the Internet. Users should closely guard personal information, credit card numbers, passwords, and other types of authorizations when on the Internet. Parents should instruct their children NEVER to give out personal information (name, address, phone number) online.

Children and the Internet: Children ages 16 and under must have parental permission to use the Internet or view materials on the Internet. Parents of minors should be aware of the existence of material which they might consider inappropriate for their children and should educate their children to be responsible Internet users. Even though an Internet filter is active on Internet workstations, parents should realize a filter is only partially effective and monitor their children's use of the Internet. The Library staff cannot determine what a parent will consider appropriate for his/her child.

Online catalog computers give access through the Internet to INSPIRE and other online databases. Branches with Genealogy computers allow access to the Internet for genealogical research. Genealogy and online catalog computers/printers are accessible to all patrons 6th grade and older. Parental consent is not required for minors.

Individuals Using Their Own Equipment: Wireless Internet access is available at all JCPL locations. Patrons are welcome to bring laptop computers into each of our branches; however, patrons must provide their own wireless network cards that are compatible with 802.11g standard. Technical support is not available for personal laptops. **Individuals using their own equipment remain subject to the terms of this policy.** Patrons need to be aware that wireless networks are inherently insecure and it is strongly recommended that they

Rules for Usage: JCPL has the right to set and enforce rules concerning the use of the Internet and to change those rules at any time, without notice. The user is expected to abide by the following rules:

1. Some material on the Internet is abusive, profane, sexually-oriented or illegal. Accessing these materials from library computers is inappropriate and prohibited. Examples of inappropriate conduct include but are not limited to:
 - use of the Internet for illegal purposes
 - use of the Internet to send or display sexually explicit or sexually suggestive materials
 - use of the Internet to send unsolicited commercial material or spam
 - engaging in harassing behavior such as sending or posting slanderous, sexual, threatening or patently offensive messages
 - activities that could interfere with or disrupt computer users, services, or equipment
2. All communications and information accessible via the Internet should be assumed to be private property. Copyright restrictions and licensing agreements may not be violated.
3. The Library uses Internet filtering software. Federal law requires that everyone age 16 and under use the filtering software. Parents may not authorize filter disabling for their children. Adults may request that the filter be disabled for their own personal use.
4. Because the library is a public place, staff has the authority to end an Internet session when the Internet Use Policy is violated. Internet access rights may be suspended or revoked by the JCPL staff at any time, without prior notice ~~or hearing~~, for violation of the conditions of use set forth in this document. JCPL will be the sole arbiter of what constitutes abusive conduct or violation of the JCPL Internet Use Policy.
5. Use of the Internet by both patrons and staff may be monitored.
6. The Library reserves the right to limit the amount of time users may spend online.

In consideration for the privilege of using JCPL's Internet access, users hereby release and hold harmless JCPL from any and all claims of any nature arising from their use, or inability to use, the Internet.

Internet Use Policy (for employees)

The Internet Use Policy, as stated above, applies to both patrons and employees. The following additional provisions apply specifically to employees.

All workplace technology--telephone systems, computers, email & voice mail systems, etc., are business equipment owned by JCPL. All communications and activities conducted on company-owned equipment are the property of the library. Employees should have no expectation of privacy when using library-owned equipment.

Passwords used by employees prevent unauthorized access by other employees but should not be construed as creating an expectation of privacy from authorized access for monitoring purposes.

Employees violating library policy with regard to use of workplace technology will be disciplined.

Blogging and social web sites have become a part of our professional and personal lives. On or off the job, employees are considered emissaries and ambassadors of our organization. When communicating in a public forum, such as a blog, social networking site, or other Internet forum employees should strictly avoid revealing any confidential information and take care to avoid injuring or disparaging the library, its products, or services.

6/03; revised 3/06; revised 9/06; reviewed 6/09; revised 12/09

PHOTOGRAPHY, VIDEOTAPING, AND OTHER RECORDING DEVICES POLICY

INDIVIDUAL PHOTOGRAPHY/VIDEOTAPING

Persons photographing, videotaping, or recording on library premises have the responsibility for obtaining the necessary releases and permissions from persons who are to be photographed, videotaped, or recorded. Taking photographs or videotaping of a minor, an individual under the age of 18, requires the permission of the minor's parent or guardian. The library undertakes no responsibility for obtaining these releases.

COMMERCIAL PHOTOGRAPHY/VIDEOTAPING

The library does not permit commercial photography or filming. Any exception requires the express written permission from the Library Director.

Community organizations holding scheduled events or meetings in the library study or meeting rooms may arrange for their own commercial photography or videotaping/recording of their event. Such commercial photography and videotaping is restricted to the space reserved by the group, and the group is responsible for any necessary releases and permissions.

LIBRARY STAFF PHOTOGRAPHY/VIDEOTAPING

We often take pictures or shoot videos at library events to use in library publicity materials and on our website. The library reserves the right to document its services and the public's use of the library. Official representatives of the library may take photographs, videotape, or use other recording devices within the library and at library-related events and activities for library purposes. These photographs and video may be copied, displayed, published (including on the library's website), and telecast for such purposes as promotion, publicity, and news to inform the public about the library. All such photography/videotaping will be in accordance with library procedures.

If individuals do not wish us to use a picture or video of them or their child, they should tell a library staff member prior to the event.

This policy extends to photographs and filming by library staff at Friends of the Library events and at library booths and programs at public events in the community.

Photography, videotaping, or use of other recording devices may not interfere with the provision of library services. Staff will terminate any photography, videotaping, or recording session that appears to compromise public safety or security.

JCPL FINANCIAL STATEMENT

F1

November 30, 2009

	<u>Beginning 2009 Balance</u>	<u>Current Month Disbursements</u>	<u>Y-T-D Disbursements</u>	<u>Current Month Receipts</u>	<u>Y-T-D Receipts</u>	<u>Ending Balance</u>
Operating Fund	\$586,496.58	\$136,437.46	\$1,688,327.90	\$90,731.97	\$1,329,511.12	\$227,679.80
Includes Investments of:						
Public Library Access Card Fund	\$60.00	\$0.00	\$150.00	\$0.00	\$90.00	\$0.00
Gift Fund	\$5,910.61	\$738.70	\$9,012.93	\$1,301.22	\$9,656.99	\$6,554.67
DeMotte	\$1,834.58	\$147.38	\$2,079.08	\$377.98	\$1,949.46	\$1,704.96
Rensselaer	\$2,369.46	\$478.29	\$5,491.34	\$874.43	\$5,731.64	\$2,609.76
Wheatfield	\$1,706.57	\$113.03	\$1,442.51	\$48.81	\$1,975.89	\$2,239.95
Library Improvement Reserve Fund	\$216,342.26	\$11,435.00	\$22,870.00	\$179.34	\$2,736.87	\$196,209.13
Includes Investments of:						
Bond & Interest Redemption Fund	\$109,471.48	\$0.00	\$318,310.00	\$0.00	\$222,252.41	\$13,413.89
Includes Investments of: \$0.00						
Rainy Day Fund	\$168,751.12	\$96,589.60	\$105,314.90	\$0.00	\$98,549.78	\$161,986.00
Includes Investments of: \$0.00						
State Technology Fund G	\$6,731.97	\$2,608.03	\$9,340.00	\$0.00	\$0.00	(\$2,608.03)
Capital Projects Fund	\$523,219.14	\$3,275.82	\$5,945.80	\$622.48	\$187,176.26	\$704,449.60
Includes Investments of: \$0.00						
Host/Hospitality Fund	\$0.00	\$0.00	\$183.50	\$16.06	\$199.56	\$16.06
Levy Excess Fund	\$0.00	\$47,539.59	\$47,539.59	\$0.00	\$84,309.00	\$36,769.41
Sales Tax	\$5.32	\$0.00	\$5.22	\$0.11	\$16.71	\$16.81
Construction Fund	\$186,153.76	\$106.72	\$4,212.84	\$86.49	\$1,654.11	\$183,595.03
Includes Investments of \$0.00						
Petty Cash Funds	\$120.00	\$0.00	\$0.00	\$0.00	\$0.00	\$120.00
Cash Change Fund	\$90.00	\$0.00	\$0.00	\$0.00	\$0.00	\$90.00
Payroll Withholding Accts.						
FIT Tax Collected	\$0.00	\$5,645.41	\$62,763.39	\$5,645.41	\$62,763.39	\$0.00
FICA Tax Collected	\$0.00	\$6,412.70	\$69,878.58	\$6,412.70	\$69,878.58	\$0.00
State Tax Collected	\$2,770.46	\$3,112.30	\$32,969.57	\$3,056.20	\$33,255.31	\$3,056.20
County Tax Collected	\$1,982.26	\$2,288.54	\$23,973.89	\$2,233.96	\$24,225.64	\$2,234.01
Deferred Comp.	\$0.00	\$2,520.00	\$27,885.95	\$2,520.00	\$27,885.95	\$0.00
#125 Pre-tax Plan	\$0.00	\$2,855.79	\$26,386.54	\$2,855.79	\$26,386.51	(\$0.03)
Employee Life Insur.	\$0.00	\$105.00	\$1,599.52	\$105.00	\$1,599.52	\$0.00
Employee P.E.R.F.	\$6,532.65	\$0.00	\$26,732.72	\$2,154.82	\$24,552.18	\$4,352.11
Garnishments	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Credit Union	\$0.00	\$3,635.79	\$34,560.92	\$3,635.79	\$34,560.92	\$0.00
EIC	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL ALL FUNDS.....	\$1,814,637.61	\$325,306.45	\$2,517,963.76	\$121,557.34	\$2,241,260.81	\$1,537,934.66

Bank Balances**Jasper County Public Library****Report as of: 11/30/2009**

<i>Bank</i>		
1	Alliance Bank	\$1,142,984.21
2	Demotte State Bank	\$14,936.29
3	Alliance Bank-LIRF Acct	\$196,209.13
5	Cash On Hand	\$210.00
6	Alliance Bank-Construction Ckg.	\$183,595.03
7		
8		
9		
10		
11		

Total all banks = \$1,537,934.66

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

Appropriation Report for 100 OPERATING FUND

Jasper County Public Library

Report Date: From 11/1/2009 To 11/30/2009

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent
<i>1. Personal Services</i>							
1.11 SALARY OF LIBRARIAN	\$54,835.00	\$0.00	\$54,835.00	\$4,634.94	\$50,069.09	\$4,765.91	91.3
1.12 SALARY OF ASSISTANTS	\$911,677.00	\$0.00	\$911,677.00	\$77,246.66	\$836,582.40	\$75,094.60	91.8
1.13 WAGES OF JANITORS	\$63,718.00	\$0.00	\$63,718.00	\$4,799.88	\$53,176.20	\$10,541.80	83.5
1.21 EMPLOYER'S SHARE-FICA	\$76,037.00	\$0.00	\$76,037.00	\$6,412.70	\$69,878.58	\$6,158.42	91.9
1.22 UNEMPLOYMENT COMPENSATION	\$4,867.00	\$0.00	\$4,867.00	\$0.00	\$4,115.96	\$751.04	84.6
1.23 EMPLOYER'S CONTRIB.- PERF	\$64,814.00	\$0.00	\$64,814.00	\$0.00	\$66,142.28	(\$1,328.28)	102.0
1.24 EMPLOYER'S CONTRIB.- INS.	\$84,247.00	\$0.00	\$84,247.00	\$6,781.92	\$69,575.25	\$14,671.75	82.6
Subtotal	\$1,260,195.00		\$1,260,195.00	\$99,876.10	\$1,149,539.76	\$110,655.24	91.2
<i>2. Supplies</i>							
2.11 OFFICIAL RECORDS	\$550.00	\$0.00	\$550.00	\$0.00	\$630.33	(\$80.33)	114.6
2.12 STATIONERY AND PRINTING	\$500.00	\$0.00	\$500.00	\$0.00	\$140.45	\$359.55	28.1
2.13 OTHER OFFICE SUPPLIES	\$10,500.00	\$0.00	\$10,500.00	\$330.35	\$8,843.92	\$1,656.08	84.2
2.21 CLEANING & SANITATION SUPPLIES	\$6,000.00	\$0.00	\$6,000.00	\$162.00	\$5,478.42	\$521.58	91.3
2.23 OTHER OPERATING SUPPLIES	\$4,800.00	\$0.00	\$4,800.00	\$409.03	\$4,323.78	\$476.22	90.1
2.31 BUILDING MATERIALS & SUPPLIES	\$1,000.00	\$0.00	\$1,000.00	\$0.00	\$592.61	\$407.39	59.3
2.32 PAINT AND PAINTING SUPPLIES	\$200.00	\$0.00	\$200.00	\$0.00	\$535.37	(\$335.37)	267.7
2.33 REPAIR PARTS	\$550.00	\$0.00	\$550.00	\$0.00	\$242.12	\$307.88	44.0
2.41 LIBRARY SUPPLIES	\$13,250.00	\$0.00	\$13,250.00	\$774.36	\$10,793.83	\$2,456.17	81.5
2.42 MARKETING SUPPLIES	\$200.00	\$0.00	\$200.00	\$193.51	\$204.10	(\$4.10)	102.1
Subtotal	\$37,550.00		\$37,550.00	\$1,869.25	\$31,784.93	\$5,765.07	84.6

<i>Account # Description</i>	<i>Annual Appropriation</i>	<i>Change to Appropriation</i>	<i>Current Appropriation</i>	<i>Disbursements This Month</i>	<i>Disbursements YTD</i>	<i>Balance</i>	<i>Percent</i>
<i>3. Other Services and Charges</i>							
3.13 LEGAL SERVICES	\$5,000.00	\$0.00	\$5,000.00	\$0.00	\$8,378.75	(\$3,378.75)	167.6
3.14 OTHER PROFESSIONAL SERVICES	\$5,670.00	\$25.00	\$5,695.00	\$63.40	\$3,364.40	\$2,330.60	59.1
3.21 TELEPHONE	\$3,600.00	\$0.00	\$3,600.00	\$338.64	\$5,184.89	(\$1,584.89)	144.0
3.22 POSTAGE	\$4,500.00	\$0.00	\$4,500.00	\$0.00	\$3,277.10	\$1,222.90	72.8
3.23 MILEAGE	\$20,355.00	\$0.00	\$20,355.00	\$2,136.28	\$18,868.67	\$1,486.33	92.7
3.24 PROFESSIONAL MEETINGS	\$7,944.00	\$0.00	\$7,944.00	\$162.43	\$5,849.05	\$2,094.95	73.6
3.25 FREIGHT	\$1,800.00	\$0.00	\$1,800.00	\$113.68	\$1,237.32	\$562.68	68.7
3.26 NETWORKING	\$31,200.00	\$0.00	\$31,200.00	(\$1,548.03)	\$1,060.00	\$30,140.00	3.4
3.31 ADVERTISING & PUBLIC NOTICES	\$1,100.00	\$0.00	\$1,100.00	\$0.00	\$750.44	\$349.56	68.2
3.33 MARKETING ADVERTISING	\$900.00	\$0.00	\$900.00	\$0.00	\$741.43	\$158.57	82.4
3.41 OFFICIAL BONDS	\$155.00	\$0.00	\$155.00	\$0.00	\$0.00	\$155.00	0.0
3.42 OTHER INSURANCE	\$23,667.00	\$0.00	\$23,667.00	\$0.00	\$26,655.00	(\$2,988.00)	112.6
3.51 GAS	\$50,000.00	\$0.00	\$50,000.00	\$1,076.96	\$21,157.31	\$28,842.69	42.3
3.52 ELECTRICITY	\$65,000.00	\$0.00	\$65,000.00	\$5,462.49	\$62,895.62	\$2,104.38	96.8
3.53 WATER	\$1,083.00	\$0.00	\$1,083.00	\$113.25	\$1,025.20	\$57.80	94.7
3.54 WASTE DISPOSAL SERVICES	\$4,550.00	\$0.00	\$4,550.00	\$345.01	\$4,333.86	\$216.14	95.2
3.61 BUILDING & STRUCTURES	\$51,090.00	\$1,980.61	\$53,070.61	\$2,087.13	\$41,768.43	\$11,302.18	78.7
3.62 EQUIPMENT REPAIRS	\$700.00	\$0.00	\$700.00	\$0.00	\$1,877.14	(\$1,177.14)	268.2
3.72 EQUIPMENT RENTALS	\$245.00	\$0.00	\$245.00	\$9.95	\$231.45	\$13.55	94.5
3.91 DUES	\$2,312.00	\$0.00	\$2,312.00	\$27.00	\$2,521.40	(\$209.40)	109.1
3.93 TAXES & ASSESSMENTS	\$325.00	\$0.00	\$325.00	\$0.00	\$0.00	\$325.00	0.0
3.94 TRANSFER TO LIRF	\$30,000.00	\$0.00	\$30,000.00	\$0.00	\$0.00	\$30,000.00	0.0
3.95 BOOK REIMBURSEMENT	\$100.00	\$525.31	\$625.31	\$66.86	\$591.23	\$34.08	94.5
3.96 PETTY CASH	\$120.00	\$0.00	\$120.00	\$0.00	\$0.00	\$120.00	0.0
3.98 MAINTENANCE/SERVICE CONTRACTS	\$77,054.00	\$0.00	\$77,054.00	\$5,434.76	\$92,469.42	(\$15,415.42)	120.0
Subtotal	\$388,470.00	\$2,530.92	\$391,000.92	\$15,889.81	\$304,238.11	\$86,762.81	77.8

<i>Account # Description</i>	<i>Annual Appropriation</i>	<i>Change to Appropriation</i>	<i>Current Appropriation</i>	<i>Disbursements This Month</i>	<i>Disbursements YTD</i>	<i>Balance</i>	<i>Percent</i>
<i>4. Capital Outlays</i>							
4.4 FURNITURE & EQUIPMENT	\$7,175.00	\$0.00	\$7,175.00	\$2,867.68	\$6,358.84	\$816.16	88.6
4.51 BOOKS	\$144,000.00	\$3,306.30	\$147,306.30	\$11,902.67	\$119,731.12	\$27,575.18	81.3
4.52 PERIODICALS & NEWSPAPERS	\$21,132.00	\$741.96	\$21,873.96	\$2,174.50	\$18,769.45	\$3,104.51	85.8
4.53 NONPRINTED MATERIALS	\$75,099.00	\$884.38	\$75,983.38	\$1,857.45	\$57,905.69	\$18,077.69	76.2
Subtotal	\$247,406.00	\$4,932.64	\$252,338.64	\$18,802.30	\$202,765.10	\$49,573.54	80.4
Grand Total	\$1,933,621.00	\$7,463.56	\$1,941,084.56	\$136,437.46	\$1,688,327.90	\$252,756.66	87.0

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

Appropriation Report for 130 LIRF FUND

Jasper County Public Library

Report Date: From 11/1/2009 To 11/30/2009

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent
<i>3. Other Services and Charges</i>							
3.14 OTHER PROFESSIONAL SERVICES	\$10,000.00	\$0.00	\$10,000.00	\$0.00	\$0.00	\$10,000.00	0.0
3.61 BUILDING & STRUCTURES	\$70,000.00	\$0.00	\$70,000.00	\$11,435.00	\$22,870.00	\$47,130.00	32.7
Subtotal	\$80,000.00	\$0.00	\$80,000.00	\$11,435.00	\$22,870.00	\$57,130.00	28.6
Grand Total	\$80,000.00	\$0.00	\$80,000.00	\$11,435.00	\$22,870.00	\$57,130.00	28.6

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

Appropriation Report for 151 RAINY DAY FUND

Jasper County Public Library

Report Date: From 11/1/2009 To 11/30/2009

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent
<i>3. Other Services and Charges</i>							
3.14 OTHER PROFESSIONAL SERVICES	\$0.00	\$0.00	\$0.00	\$1,542.10	\$10,267.40	(\$10,267.40)	0.0
3.61 BUILDING & STRUCTURES	\$23,000.00	\$150,000.00	\$173,000.00	\$95,047.50	\$95,047.50	\$77,952.50	54.9
Subtotal	\$23,000.00	\$150,000.00	\$173,000.00	\$96,589.60	\$105,314.90	\$67,685.10	60.9
<i>4. Capital Outlays</i>							
4.4 FURNITURE & EQUIPMENT	\$700.00	\$0.00	\$700.00	\$0.00	\$0.00	\$700.00	0.0
Subtotal	\$700.00		\$700.00	\$0.00	\$0.00	\$700.00	0.0
Grand Total	\$23,700.00	\$150,000.00	\$173,700.00	\$96,589.60	\$105,314.90	\$68,385.10	60.6

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

Changes to Appropriations

<i>Date</i>	<i>Fund</i>	<i>Account</i>	<i>Amount</i>	<i>Reason</i>
6/1/2009	100 OPERATING FUND	3.14 OTHER PROFESSIONAL SERVICES	\$25.00	Reimbursement for Cancelled Program-Fulkerson A/P #281
9/14/2009	100 OPERATING FUND	3.61 BUILDING & STRUCTURES	\$1,980.61	Insurance Claim -Elevator Relay, A/P#811
7/10/2009	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$10.95	Refund on book return in June, C. Villarreal, 5/16/09
7/10/2009	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$25.00	Refund on Book return in Feb, L. Bausman 1/26/09
7/10/2009	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$7.00	Refund on DVD return in Feb, S. Thompson, 1/2/09
7/10/2009	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$15.99	Refund on Book return in Feb, T. Jones1/20/09
7/10/2009	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$12.95	Refund on Book return inMar, D. Holmes 2/17/09
7/10/2009	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$17.99	Refund on Book return in Mar, T. Gazaway 2/23/09
7/10/2009	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$38.95	Refund on audiobook return in Apr, D. Doty, 2/7/09
7/10/2009	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$32.90	Refund on books return in Apr, D. Loslo, 2/20 & 3/12
7/10/2009	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$6.99	Refund on book return in May, A. Kozyra, 3/13/09
7/10/2009	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$16.00	Refund on book return in May, J. Dinga, 3/21/09
7/10/2009	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$15.00	Refund on book return in May, R. fase, 4/16/09
7/10/2009	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$8.95	Refund on book return in June, H. Conrad, 5/20/09
7/10/2009	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$54.99	Refund on playaway returned in Apr, L. VanderMolen, 1/21/09
7/10/2009	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$24.95	Refund on book return in May, R. Luke, 2/19/09
7/10/2009	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$10.95	Refund on book return in Jul, J. Crawford, 3/6/09
8/10/2009	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$5.99	Refund on found lost book, 6/23 - K. Barrett, A/P #709
8/10/2009	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$29.99	Refund on found lost book, 7/11- I. Evans, A/P#704
8/10/2009	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$29.98	Refund on found lost book,8/3 - M. Johns, A/P #712
8/10/2009	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$25.95	Refund on found lost book, 5/30 - S. Greene, A/P#724
9/14/2009	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$14.99	Refund on ret'd lost CD(4/21/09), A/P #783
9/14/2009	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$35.00	Refund on ret'd lost bk (8/23/09), A/P #809
9/14/2009	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$10.00	Refund on ret'd lost CD (7/20/09), A/P #833
10/12/2009	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$6.99	Refund on ret'd lost book (9/8/09), A/P #919
11/9/2009	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$26.87	Refund on lost CD's, (10/6/09) A/P #970
11/9/2009	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$14.99	Refund on lost bks, (10/20/09) A/P#983

<i>Date</i>	<i>Fund</i>	<i>Account</i>	<i>Amount</i>	<i>Reason</i>
11/9/2009	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$25.00	Refund on ret'd lost book (10/23/09), A/P #969
1/2/2009	100 OPERATING FUND	4.51 BOOKS	\$3,300.53	Encumbered per Board Mtg Approval, 12/30/08
9/15/2009	100 OPERATING FUND	4.51 BOOKS	\$5.77	Refund/Reimbursement on Tax paid on Book using Visa (DJ)
3/31/2009	100 OPERATING FUND	4.52 PERIODICALS & NEWSPAPERS	\$363.48	Refund/Reimbursement for Wall Street Journal A/P #217
9/30/2009	100 OPERATING FUND	4.52 PERIODICALS & NEWSPAPERS	\$15.00	Refund-Magazine, PSS pd 4/09, A/P #327
10/19/2009	100 OPERATING FUND	4.52 PERIODICALS & NEWSPAPERS	\$363.48	Refund-Wall St. Jrnl, A/P# 217, A/R#158 (3/30/09)
1/2/2009	100 OPERATING FUND	4.53 NONPRINTED MATERIALS	\$884.38	Encumbered per Board Mtg Approval, 12/30/08
1/2/2009	130 LIRF FUND	3.61 BUILDING & STRUCTURES	\$64,586.00	Encumbered per Board Mtg Approval, 12/30/08
1/19/2009	130 LIRF FUND	3.61 BUILDING & STRUCTURES	(\$64,586.00)	Board Negated encumbrance-contract voided
1/2/2009	151 RAINY DAY FUND	3.61 BUILDING & STRUCTURES	\$122,992.00	Encumbered per Board Mtg Approval, 12/30/08
1/19/2009	151 RAINY DAY FUND	3.61 BUILDING & STRUCTURES	(\$122,992.00)	Board Negated encumbrance-contract voided
4/28/2009	151 RAINY DAY FUND	3.61 BUILDING & STRUCTURES	\$150,000.00	Additional Appropriation approved by DLGF

Net Changes by Fund

<i>Fund Number</i>	<i>Net Change</i>
100	\$7,463.56
130	\$0.00
151	\$150,000.00

Voucher List**Jasper County Public Library****Report Date: From 11/1/2009 To 11/30/2009**

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
28823	952	ALLIED WASTE SERVICES #71	11/9/2009	Trash removal, Whtfld Lib, Nov. 2009	\$52.47
28824	953	AMSTERDAM	11/9/2009	Imprinted Pens	\$249.40
28825	954	ANDREE BUILDERS, INC	11/9/2009	Final payment on masonry work at DeM.	\$11,435.00
28826	955	ARCADIA PUBLISHING	11/9/2009	Genealogy Books	\$23.98
28827	956	BAKER & TAYLOR	11/9/2009	Books, Gift Books, Continuations, AV, freight	\$9,699.76
28828	957	BAKER & TAYLOR ENTERTAIN	11/9/2009	Entertainment DVDs	\$111.63
28880	958	BLUETARP FINANCIAL, INC	11/9/2009	Hardware, paint supplies, grout, floor tiles, adhesive, drill bits, etc.	\$14.65
28830	959	BRENDA THOMPSON	11/9/2009	Mileage: Lifelong Learning Network, Mgmt Mtg	\$48.40
28831	960	BRIAN ORBAN	11/9/2009	Landscape Mtnce @ Whtfld Lib, Sprinkler System Mtnce, Fertilizer, pruning, etc.	\$2,295.00
28832	961	CAPITAL ONE BANK (USA), NA	11/9/2009	magazines, craft/lib supply, DVDs, Music CDs, Book Drop bin pads, Fax machine & Supply, ebay advertisement, mtg expense	\$1,276.41
28833	962	CARDINAL OFFICE PRODUCT	11/9/2009	Qty Mtnce-Lanier DC425 @ DeM. Workroom copier, July-Oct 2009 less credit for overcharge Apr-July billing	\$180.07
28834	963	CULLIGAN OF KOUTS	11/9/2009	Bottled Water & Monthly rental fee (Nov) @ Whtfld	\$46.60
28835	964	DEBORAH KRISTOFF	11/9/2009	Substitute Courier-Mileage (2 days)	\$66.00
28836	965	DEMCO	11/9/2009	DVD Display Rack (Rens); Bk Tape, Lib Logo Signage (DeM)	\$2,464.80
28837	966	DEREK J. DEJONG	11/9/2009	Mileage for recycling materials, 11/10/08-10/12/09	\$30.05
28838	967	DEX	11/9/2009	Qty Pymt-Nov & Dec 2009, & January 2010 White & Yellow page listings	\$85.50
28839	968	DIANA KOOY	11/9/2009	Program Expenses, Birding Year of the Dunes	\$12.80
28840	969	DONALD GEAR	11/9/2009	Book Reimbursement (Found lost paid book) less proc fees	\$25.00
28841	970	ELEANOR LONG	11/9/2009	Found Paid Lost CDs- Reimbursement less proc fees	\$26.87
28842	971	EMILY DURAN	11/9/2009	Mileage: AV Shopping Trip	\$24.20
28843	972	EDUCATION NETWORKS OF A	11/9/2009	Internet Access October 2009 & Correct Fund on A/P #689, 797, 882 from Operating expenditure to State Tehcnology Grant Fund.	\$1,110.00
28844	973	EVELYN BRISTOL	11/9/2009	Mileage: CYPD Conference	\$132.55
28845	974	FASE'S WATER TREATMENT &	11/9/2009	Redout - 8 bags (DeM)	\$96.00
28846	975	GA FOODS GROUP	11/9/2009	Third Thursday; Teens Talk Bk discussion, scrapbooking prog, mgmt mtg supplies	\$46.38
28847	976	GALE	11/9/2009	Books, Info Plus series	\$2,082.44
28848	977	INCOLSA	11/9/2009	Workshop-Marc Format Basics (J. Lambert)	\$100.00
28849	978	INTELLIGENT CLEANING SYST	11/9/2009	Roll Towels, M-Fold Hand towels	\$162.00
28850	979	INSPIRATIONAL DISTRIBUTOR	11/9/2009	Christian Books	\$37.12
123	980	JASPER COUNTY PUBLIC LIBR	11/9/2009	Transfer from LIRF Bank Acct for DeMotte Masonry Project	\$11,435.00
28851	981	JEAN LAMBERT	11/9/2009	Marc Format Basics Workshop Mileage & Expenses	\$141.15
28852	982	KAREN L. SLAGER	11/9/2009	Campfire Chillers Ghost Stories program-DeM. Lib.	\$50.00
28853	983	KATHY MARKWALDER	11/9/2009	Pd Found Lost Books-Book Reimbursement	\$14.99
28854	984	KONE, INC.	11/9/2009	4th Qtr Elevator Mtnce	\$450.51
28855	985	LINDA THOMPSON	11/9/2009	Coffee Café supplies	\$4.98
28856	986	LOOKOUT BOOKS	11/9/2009	Children Books	\$350.82
28857	987	NANCY PHILLIPS	11/9/2009	Fish Tank supplies; 3rd Thurs & Halloween Happenings program supplies	\$42.92
28858	988	NORTH AMERICAN ENTERPRI	11/9/2009	ZigZag shelves (19)	\$320.42
28859	989	OFFICE DEPOT	11/9/2009	Speciality Paper; Thermal fax cartridges	\$120.34
28860	990	OFFICEWORKS	11/9/2009	Herman Miller Pneumatic Task Chair (no arms)	\$383.64
28861	991	ORIENTAL TRADING CO., INC	11/9/2009	Scrapbooking program supplies	\$51.92
28862	992	OSBY WATER CONDITIONING	11/9/2009	Salt Pellets & chemicals-Wh. Kinetico Water system	\$151.00

Printed on Tuesday, December 01, 2009

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<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
28863	993	PATTY STRINGFELLOW	11/9/2009	Mileage: INCOLSA Fall Forum, Budget signing, ASK Committee Mtg, Branch Visits, Pickup Milroy items	\$184.80
28864	994	PEGGY WOODS	11/9/2009	Mileage: Inventory, return DVDs, AV Shopping	\$106.48
28865	995	POPULAR SUBSCRIPTION SE	11/9/2009	Annual Subscriptions (Part 3)-Magazines	\$1,883.50
28866	996	PRECISION CONTROL SYSTE	11/9/2009	4th Qtr. Mtnce; Water Filters,	\$2,750.79
28867	997	PROQUEST LLC	11/9/2009	Microfilm-Rens Republican 5/01/09-8/31/09	\$84.04
28868	998	QUILL CORPORATION	11/9/2009	Calendars, Index cards, fax cartridge returns, speciality paper	\$155.01
28869	999	RACHAEL CAVINDER	11/9/2009	Mileage: KV Reading Council, Mgmt Mtg, Preschool Read Prog.	\$44.00
28870	1000	RECORDED BOOKS, LLC	11/9/2009	Replacement Tape	\$5.95
28871	1001	ROTARY CLUB of RENSSELAE	11/9/2009	Sep/Oct Dues	\$27.00
28872	1002	SCHOLASTIC LIBRARY PUBLIS	11/9/2009	Enchantment World Series Children Books	\$296.40
28873	1003	SHEILA MAXWELL	11/9/2009	7/09-10/09-Mileage & Expenses: Counterparts, Consortium Mtg, Lunch&Learn Prog, Branch trips w/Roeing	\$549.30
28874	1004	SHOWCASES	11/9/2009	Double DVD Cases	\$230.04
28875	1005	SUE TOBIAS	11/9/2009	Mileage: Bank Deposits, Post office, deliver board packets, PERF & Hoosier Start Conferences, etc. & Mtg Expenses	\$99.62
28876	1006	VISION SERVICE PLAN- (IN)	11/9/2009	November Vision premium-19 participants	\$171.62
28877	1007	WAL-MART COMMUNITY BRC	11/9/2009	Software, DVDs, Music CDs, Lib. Supplies, scissors, glue stick, crayons, calculator, refill tapes, batteries, first aid supply, lysol wipes, copy paper	\$942.99
28878	1008	YVONNE DEL VECCHIO	11/9/2009	Mileage: Walking Books (9/2-10/29/09)	\$43.78
150190	1009	OFFICE DEPOT	11/9/2009	Chairmats-Computer workstations-4 (Wh. Construction Project)	\$106.72
28879	1010	EVELYN BRISTOL	11/9/2009	Clock for Storytime room	\$16.47
28881	1011	H.L. MOHLER & ASSOCIATES	11/9/2009	Professional Services & Mileage Expenses-DeM roof project	\$1,542.10
28882	1012	MARIS AND SON, INC	11/9/2009	DeMotte Reroofing Contract, work completed less 5% retainage to date	\$95,047.50
28883	1013	ROEING CORPORATION	11/9/2009	Final Installment on March 2009 Contract #10472 (Technical Support)	\$5,000.00
28884	1014	BRENT HOFFMAN	11/9/2009	Lawn Mowing, October @ DeM, Rens, Whtfld Libraries	\$175.00
0	1015	PAYROLL	11/10/2009	PAYROLL	\$44,437.20
28885	1016	ANTHEM BLUE CROSS BLUE S	11/10/2009	Nov. Health Insurance Premium-19 employees	\$9,338.50
28886	1017	ANTHEM LIFE	11/10/2009	Nov Life Ins. Premium	\$95.39
28887	1018	CENTURYLINK	11/10/2009	Local Phones, Nov, Rens. Lib.	\$138.56
28888	1019	CHICAGO TRIBUNE	11/10/2009	Semi-Annual Subscription, Nov 2009-May 2010-Wh. Lib	\$149.04
28889	1020	FIRST TRUST CREDIT UNION	11/10/2009	Direct Deposits-10Nov09	\$1,829.03
28890	1021	GREAT-WEST RETIREMENT S	11/10/2009	Indiana Deferred Comp Plan, w/held from payroll 10Nov09	\$1,260.00
0	1022	INDIANA DEPARTMENT OF RE	11/20/2009	State & County Taxes w/held 10Nov09 Payroll, ref #70545, Verif Code #27	\$5,400.84
0	1023	IRS USA TAXPAYMENT	11/12/2009	Federal & FICA Tax w/held 10Nov09 Payroll, Ref #00144088	\$9,514.30
28892	1024	JOSEPH ZELLON	11/12/2009	Courier & Recycling Mileage, 10/16-10/30/09	\$365.20
28893	1025	NIPSCO	11/12/2009	Utilities, DeM (10/02-11/04); Wh-Gas only (10/1-10/30)	\$2,488.11
28894	1026	TOWN OF DEMOTTE	11/12/2009	Oct. Trash Pickup @ DeM. Lib	\$68.42
28895	1027	TOWN OF WHEATFIELD SEW	11/12/2009	Sewer Services & Late fees, Nov 2009 @ Wh. Lib.	\$65.79
28896	1028	TREASURER OF JASPER COU	11/9/2009	Refund on Overpymt of Levy Excess-2008	\$10,471.59
0	1029	JASPER COUNTY PUBLIC LIBR	11/18/2009	Correct Levy Excess settlement per Jasper Co. Auditor, 10/27/09. 2008 LOIT Levy revenue to Operating Fund.	\$37,068.00
0	1031	PAYROLL	11/25/2009	PAYROLL	\$42,225.54
0	1032	PAYROLL	11/25/2009	PAYROLL	\$18.74
28897	1033	AFLAC	11/25/2009	Supplemental Insurance Premium w/held from November Payrolls	\$137.20
28898	1034	CENTURYLINK	11/25/2009	Local Phones, Nov, Wheatfield Lib.	\$62.02
28899	1035	CENTURYLINK	11/25/2009	Long Distance Calls, Rens-DeM-Wh-Nov	\$52.56
28900	1036	CITY OF RENSSELAER	11/25/2009	Rens. Lib Utilities, 10/8/09-11/09/09	\$2,770.52

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
28901	1037	FIRST TRUST CREDIT UNION	11/25/2009	Direct Deposits-25 Nov 09	\$1,806.76
28902	1038	GREAT-WEST RETIREMENT S	11/25/2009	Indiana Deferred Comp Plan, w/held from payroll 25 Nov 09	\$1,260.00
0	1039	IRS USA TAXPAYMENT	11/27/2009	Federal & FICA Tax w/held 25 Nov 09 Payroll, Ref #00762678	\$8,956.51
28903	1040	JOSEPH ZELLON	11/25/2009	Courier & Recycling Mileage, 11/1-11/15/09	\$330.00
28904	1041	NIPSCO	11/25/2009	Utilities, Wh-Electric only (10/1-10/30)	\$1,515.75
Total Amount of Claims					\$336,741.45

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Tuesday, December 01, 2009

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 3 pages, and except for vouchers not allowed as show on the Register such vouchers are allowed in the total amount of \$336,741.45

Date this 14th day of December, 2009.

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

JASPER COUNTY PUBLIC LIBRARY

Receipt Breakdown

November 30, 2009

F5

	THIS MONTH	YEAR-TO-DATE	TOTAL RECEIPTS THIS MONTH	TOTAL RECEIPTS YEAR-TO-DATE
& FEES:			\$2,742.02	\$34,543.24
DeMotte	\$768.10	\$10,534.48		
Rensselaer	\$1,188.26	\$14,610.43		
Wheatfield	\$785.66	\$9,423.32		
PHOTOCOPIES:			\$651.02	\$8,030.97
DeMotte	\$257.60	\$2,810.01		
Rensselaer	\$274.02	\$3,412.41		
Wheatfield	\$119.40	\$1,808.55		
INTEREST:			\$623.36	\$9,526.38
Checking/Repurchase/Savings/CD's	\$623.36	\$9,526.38		
TAXES:			\$86,664.08	\$1,268,311.60
Property Tax	\$0.00	\$604,922.44		
LOIT	\$37,068.00	\$37,068.00		
License Excise Tax	\$0.00	\$63,683.27		
Financial Institution Tax	\$0.00	\$833.73		
CVET(Commercial Vehicle Excise)	\$0.00	\$5,815.49		
Local Option/Certified Shares	\$45,079.83	\$495,878.14		
Local Option/Property Tax Repl.	\$4,516.25	\$60,110.53		
TAXABLE SALES:-			\$1.49	\$98.91
REFUNDS:			\$50.00	\$9,000.02
Rebates/Refund	\$0.00	\$394.23		
Insurance Claims/Reimbursements	\$0.00	\$2,035.29		
Meeting Room Rental	\$50.00	\$750.00		
Reimbursement	\$0.00	\$153.18		
Grant Reimbursements	\$0.00	\$292.37		
Miscellaneous Receipts	\$0.00	\$5,374.95		
TOTAL OPERATING FUND RECEIPTS			\$90,731.97	\$1,329,511.12
PLAC FUND:-			\$0.00	\$90.00
GIFT FUNDS:			\$1,301.22	\$9,656.99
DeMotte	\$377.98	\$1,949.46		
Rensselaer	\$874.43	\$5,731.64		
Wheatfield	\$48.81	\$1,975.89		
LIB. IMPROV. RESERVE FUND: (Interest)			\$179.34	\$2,736.87
BOND & INTEREST REDEMPTION FUND:			\$0.00	\$222,252.41
Property Tax	\$0.00	\$200,714.93		
License Excise Tax	\$0.00	\$19,336.41		
Financial Institution Tax	\$0.00	\$254.01		
CVET(Commercial Vehicle Excise)	\$0.00	\$1,947.06		
RAINY DAY FUND:			\$0.00	\$98,549.78
Special CAGIT Distribution	\$0.00	\$98,549.78		
Interest Earned	\$0.00	\$0.00		
STATE TECHNOLOGY FUND GRANT FUND:-			\$0.00	\$0.00
CAPITAL PROJECTS FUND:			\$622.48	\$187,176.26
Interest Earned	\$622.48	\$8,085.38		
Property Tax	\$0.00	\$162,377.11		
License Excise Tax	\$0.00	\$14,919.06		
Financial Institution Tax	\$0.00	\$207.26		
CVET(Commercial Vehicle Excise)	\$0.00	\$1,587.45		
HOST/HOSPITALITY FUND:-			\$16.06	\$199.56
EXCESS FUND:-			\$0.00	\$84,309.00
ES TAX:-			\$0.11	\$16.71
CONSTRUCTION FUND: (Interest Earned)			\$86.49	\$1,654.11
CASH CHANGE FUND			\$0.00	\$0.00
SUB-TOTAL (page 1)			\$92,937.67	\$1,936,152.81

F5

THHOLDING ACCOUNT FUNDS:

			\$28,619.67	\$305,108.00
FIT Tax Collected	\$5,645.41	\$62,763.39		
FICA Collected	\$6,412.70	\$69,878.58		
State Tax Collected	\$3,056.20	\$33,255.31		
County Tax Collected	\$2,233.96	\$24,225.64		
Deferred Comp Plan	\$2,520.00	\$27,885.95		
Pre-tax Insurance Plans	\$2,855.79	\$26,386.51		
Life Insurance	\$105.00	\$1,599.52		
PERF	\$2,154.82	\$24,552.18		
Garnishments	\$0.00	\$0.00		
Credit Union	\$3,635.79	\$34,560.92		
EIC	\$0.00	\$0.00		
Repayment	\$0.00	\$0.00		
TOTAL RECEIPTS - ALL FUNDS.....			\$121,557.34	\$2,241,260.81

Voucher List

Jasper County Public Library

Report Date: From 12/1/2009 To 12/18/2009

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
0	1042	PAYROLL	12/10/2009	PAYROLL	\$43,755.93
28905	1043	ALLIED WASTE SERVICES #71	12/10/2009	Trash removal, Whtfld Lib, Dec. 2009	\$52.84
28906	1044	ANTHEM BLUE CROSS BLUE S	12/10/2009	Dec. Health Insurance Premium-19 employees	\$9,352.68
28907	1045	ANTHEM LIFE	12/10/2009	December Life Ins. Premium	\$95.39
28908	1046	FIRST TRUST CREDIT UNION	12/10/2009	Direct Deposits-10 Dec 09	\$1,992.09
28909	1047	GREAT-WEST RETIREMENT S	12/10/2009	Indiana Deferred Comp Plan, w/held from payroll-10 Dec 09	\$1,260.00
0	1048	INDIANA DEPARTMENT OF RE	12/18/2009	State & County Taxes w/held 10Nov09 Payroll, ref #72031, Verif Code #29	\$5,290.16
0	1049	IRS USA TAXPAYMENT	12/11/2009	Federal & FICA Tax w/held 10 Dec 09 Payroll, Ref #00486753	\$9,893.06
28910	1050	JOSEPH ZELLON	12/10/2009	Courier & Recycling Mileage, 11/16-11/30/09	\$331.10
28911	1051	THE TIMES	12/10/2009	Newspaper Subsc (7day/wk), 12/19/09-12/19/10 -DeMotte Lib	\$221.00
28912	1052	TOWN OF DEMOTTE	12/10/2009	Nov Trash Pickup @ DeM. Lib	\$68.42
28913	1053	TOWN OF WHEATFIELD SEW	12/10/2009	Sewer Service, December 2009	\$56.65
28914	1054	ACE HARDWARE	12/14/2009	IDEM required faucet repairs and videotape rewinder	\$122.18
28915	1055	ACP DIRECT	12/14/2009	3 Laser Jet Toners	\$225.85
28916	1056	ALLSTATE SIGN & PLAQUE CO	12/14/2009	Courier Parking Sign and Post	\$103.15
28917	1057	AMY R. DOBSON	12/14/2009	Reimburse for credit on her account	\$5.29
28918	1058	ANGELA BARTON	12/14/2009	Third Thursday games, snacks and craft, Prizes for Twilight writing contest, Mileage: Books to Bridges	\$212.75
28919	1059	BAKER & TAYLOR	12/14/2009	Books, Gift Books, Continuations, AV, freight	\$11,870.92
28920	1060	BAKER & TAYLOR ENTERTAIN	12/14/2009	Entertainment DVDs	\$3.43
28921	1061	BIERMA HARDWARE, INC.	12/14/2009	Light bulbs, Spray Nine	\$21.96
28922	1062	BLUETARP FINANCIAL, INC	12/14/2009	Paint Supplies, Screws, Drill Bit	\$36.86
28923	1063	BRENDA THOMPSON	12/14/2009	Mileage: Conference w/ Patty, Evaluation	\$48.40
28924	1064	BRENT HOFFMAN	12/14/2009	Fall Clean Up for Rensselaer and DeMotte	\$50.00
28925	1065	CAPITAL ONE BANK (USA), NA	12/14/2009	Fax Machine, Bookkeeping Conference Expenses, Program expenses, Books to Bridges Expenses, Annual Flickr Account Fee	\$125.50
28926	1066	CAROLYNN DeVRIES	12/14/2009	Scrapbook page protectors, Afterschool expenses	\$15.31
28927	1067	CENTRAL STATES SALES CO	12/14/2009	Light Bulbs	\$255.75
28928	1068	CENTURION TECHNOLOGIES,	12/14/2009	Protection Software (PC Security) and Annual Maintenance Fee	\$1,162.80
28929	1069	CENTURYLINK	12/14/2009	Local Phones, Dec, Rens. Lib.	\$138.56
28930	1070	CIRCLE R ELECTRIC, INC.	12/14/2009	Trouble shoot lights that are not coming on	\$150.00
28931	1071	CULLIGAN OF KOUTS	12/14/2009	Monthly rental fee (Dec) @ Whtfld	\$9.95
28932	1072	DEMCO	12/14/2009	Swival sign holder, Label protectors, Tape, Men's Handicapped Sign, Book Pockets, Date Due Slips,	\$391.30
28933	1073	DOROTHY LOSLO	12/14/2009	Reimbursement for returned book	\$15.99
28934	1074	EMILY DURAN	12/14/2009	Mileage; Internet Skills Conference	\$51.70
28935	1075	EDUCATION NETWORKS OF A	12/14/2009	Internet T-1 Lines, December 2009	\$1,110.00
28936	1076	EVELYN BRISTOL	12/14/2009	Replacement parts for Hooked on Math, Display supplies, Mileage: Reference Training, H/R Training	\$72.78
28937	1077	FASE'S WATER TREATMENT &	12/14/2009	Redout - 5 bags (DeM)	\$60.00
28938	1078	FLEX-PAC INC	12/14/2009	Glass Cleaner, Toilet Cleaner, Paper Towels, Front Entrance Mats, Gloves, Disinfectant, Trash Bags, Kleenex	\$1,243.05
28939	1079	GA FOODS GROUP	12/14/2009	Supplies for Movie Night and Third Thursday	\$14.16
28940	1080	GAIL JUNG	12/14/2009	Parking- Bookkeeping Wksp, Mileage: Post office, Auditor, Walmart, Bookkeeping Wksp, AVC Mtg, ILL, Counterparts Mtg	\$349.69
28941	1081	GALE	12/14/2009	Books, Newsmakers (Continuations) Series	\$289.47

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
28942	1082	GAYLORD BROS.	12/14/2009	Sign Holder and Label Spine Typewriter Foil, Letters	\$110.12
28943	1083	GOODWIN FIRE EQUIPMENT, I	12/14/2009	Annual Fire Extinguisher Inspection-Rens Library	\$30.25
28944	1084	GUMDROP BOOKS	12/14/2009	Book	\$16.92
28945	1085	HERITAGE OFFICE PRODUCT	12/14/2009	Nametag, Service Contract on KM1650 & KM2250 in Wh.	\$737.50
28946	1086	INDIANAPOLIS STAR	12/14/2009	Rens.Subscription, 1/3/2010-1/2/2011	\$235.42
28947	1087	INTEGRITY SOFTWARE, INC	12/14/2009	Maintenance Renewal of SofTrack for Windows	\$744.01
1045	1088	JASPER COUNTY PUBLIC LIBR	12/14/2009	Bank Transfer from DeM. State Bank to Alliance Bank	\$14,500.00
28949	1089	JENNIFER L. DOUTHIT	12/14/2009	Mileage: Inventory and Management Mtg	\$48.40
28950	1090	H.L. MOHLER & ASSOCIATES	12/14/2009	Inspection of Truck Accident in Library Wall, DeM & Ren. Library Reroof Contract	\$2,890.00
28951	1091	JAMES R. LITTLE	12/14/2009	Mileage: Ace Hardware	\$10.45
28952	1092	JOSEPH D. BLACKFORD	12/14/2009	Reimbursed for Credit to Account	\$15.00
28953	1093	KIM DELGER	12/14/2009	Better Homes & Gardens Kitchen & Bath Ideas Magazine	\$34.74
28954	1094	KRISTEN N. WIREMAN	12/14/2009	Reimbursement for credit on account	\$10.00
28955	1095	LINDA POORTENGA	12/14/2009	Supplies for snowflake program	\$46.06
28956	1096	K.V.ELECTRIC	12/14/2009	Replace 2 parking lot light bulbs	\$125.00
28957	1097	MARGARET AGNEW	12/14/2009	Reimbursement for credit on account	\$10.96
28958	1098	MARIS AND SON, INC	12/14/2009	Roof Contract for DeMotte-Work Completed to date	\$75,335.00
124	1099	JASPER COUNTY PUBLIC LIBR	12/14/2009	Transfer from LIRF for Roof Contract	\$9,319.90
28959	1100	PRECISION CONTROL SYSTE	12/14/2009	Replaced bad valve& actuator. Flow failure, drained expansion tank, checked pressures, chiller off on alarm.- Rens. Lib.	\$762.56
28960	1101	NIPSCO	12/14/2009	Utilities, DeM (11/5-12/3); Wh (11/7-12/2)	\$3,875.62
28961	1102	OFFICE DEPOT	12/14/2009	Chairmat, CD folders, Toner, & Labels	\$376.12
28962	1103	PATTY STRINGFELLOW	12/14/2009	Mileage: Visit Branch for Roof Project, Board Mtg, DeM Emergency Visit, DeM Damage Assessment/Police Report, Librarians Council Mtg, Meet for Carpet Repair	\$138.60
28979	1104	PDR DISTRIBUTION, LLC	12/14/2009	Physicians' Desk Reference Book for each library	\$179.85
28964	1105	QUILL CORPORATION	12/14/2009	Pressboard binders, Interoffice envelopes, file folder labels, correction tape, stamp pad, labels, paper, contact paper, fax ribbon, strapping tape	\$287.00
28965	1106	RELIABLE EXTERMINATORS, I	12/14/2009	Semi Annual Treatment-Ren. Indoor Pest Control	\$152.00
28966	1107	S & S WORLDWIDE, INC	12/14/2009	Construction paper, fabric glue, foam craft sheets, buttons wiggly eyes	\$74.20
28967	1108	STAPLES	12/14/2009	Correction Tape, Phone Stand, A-Z file	\$34.98
28968	1109	SUE TOBIAS	12/14/2009	Mileage: Bank Deposits, Post office, deliver board packets	\$10.84
28969	1110	SUNRISE PACKAGING INC.	12/14/2009	DVD 12 -sleeve cases	\$107.80
28970	1111	THE LIBRARY CORPORATION	12/14/2009	L.S. Software License Support (1/2010-12/2010)	\$300.00
28971	1112	TODD W. LUKE	12/14/2009	Masking Tape for Painting	\$12.54
28972	1113	TOM KROOSWYK PLMBG, HT	12/14/2009	IDEM faucet & trough- Wh. Lib.	\$98.96
28973	1114	TRU-GREEN LIMITED PARTNE	12/14/2009	Fall Root Feeding	\$103.95
28974	1115	UNIQUE MANAGEMENT SERVI	12/14/2009	Collections, Initial & Secondary - Oct 2009	\$241.54
28975	1116	VISION SERVICE PLAN- (IN)	12/14/2009	December Vision premium-19 participants	\$193.46
28976	1117	WAL-MART COMMUNITY BRC	12/14/2009	Erasers, Light Bulbs,Supplies for Storytime and afterschool program, supplies for Halloween Happenings, Supplies for Children and staff Christmas party, Twilight program, Supplies for Mtg Room, Baby Wipes, DVD's, CD's	\$737.07
28977	1118	WILLIS COX	12/14/2009	Reimbursement for credit on account	\$15.99
28978	1119	ZIESE PLUMBING, HEATING, &	12/14/2009	Test 2 backflow preventers, both needed repair, one needs to be replaced	\$172.00
150191	1120	OFFICE DEPOT	12/14/2009	8 Chairmats	\$183.44
28980	1121	ELKHART PUBLIC LIBRARY	12/14/2009	Reimbursement for damaged book through ILL	\$34.00
0	1123	PAYROLL	12/10/2009	PAYROLL	\$203.38

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
Total Amount of Claims					\$203,041.75

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Tuesday, December 08, 2009

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of pages, and except for vouchers not allowed as show on the Register such vouchers are allowed in the total amount of

Date this 14th day of December, 20 09.

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.



REPORT COVERS

BLACK	7-40401
DK. BLUE	7-40402
RED	7-40404
LT. BLUE	7-40409

PRESSBOARD

QUILL CORPORATION
GENERAL OFFICES, LINCOLNSHIRE, IL 60069-3621
LINCOLNSHIRE, IL • ONTARIO, CA • TORONTO CANADA

